

IBARS

Internet Budget and Reporting System

User Manual



IBARS User's Manual

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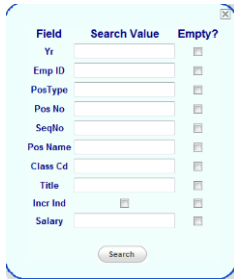
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IBARS & Budgeting Tips

1. **Questions.** If you have general budgeting or IBARS questions, start with your own DOB analyst. If the question needs to be addressed to the System Administrator, Julie Thomas, your analyst will do so. The DOB phone number is (785) 296-2436. The DOB fax number is (785) 296-0231. The DOB website is <http://budget.ks.gov>. The website contains the budget instructions, budget indices, budget forms, *The Governor's Budget Report*, *The Comparison Report*, and other helpful information. The website to log on to the IBARS system is <http://budget.ks.gov/budgetsystem.htm>.
2. **Do not delete anything in the FY 2012 Actual Column! If you think an actual figure is incorrect, call your DOB analyst or note it in the written narrative.**
3. **Do not delete any rows! If you have added a row that you now do not want, just change the numbers to zeros in that row.**
4. **SHARP.** Remember that the SHARP system does not retain the salary of unclassified positions when they are vacant. Therefore, you will have to put in the unclassified salaries for vacant positions. The download from SHARP is run in late July.
5. **SMART.** The download from SMART occurs in early August.
6. **Biennial Agencies.** For biennial agencies, salaries and wages for FY 2015 must be hand entered into the Budget Request Summary module. The Division of the Budget will provide a template to assist in calculating salaries and wages. Agencies must enter the totals into the FY 2015 Posted Payroll column. Any shrinkage amounts should be entered in the FY 2015 Base Budget Entry column.
7. **Conversion Programs.** Any actuals that fall under the CONV or CONVE (conversion) programs level will have to be moved into a real program. You will need to tell your analyst where the expenditures need to be moved. You will not be able to do this yourself since the actuals column will be closed.
8. **Key Dates & Budget Submission.** IBARS will open to users by early August. Agency budget submissions to the Division of the Budget are due September 15th. Along with submitting your budget through IBARS, agencies are required to submit two paper copies and one electronic version of the budget narrative to the Division of the Budget and one copy to the Kansas Legislative Research Department (KLRD). Some agencies are also required to submit paper and/or electronic (Excel) 404s; please check with your DOB analyst.
9. **404s.** Make sure that your 404s are completed in the system. This means that the appropriated amounts match what was actually appropriated or allocated, transfers are reflected correctly, etc. You will no longer have to enter in a balance/cash forward amount. The system will populate this number when you run a 404 or 404 aggregate. Even if you put an amount in the cash forward line,

the system will ignore it and take the ending balance from the previous year and place it in the cash forward line for the next year, when you run the 404 reports.

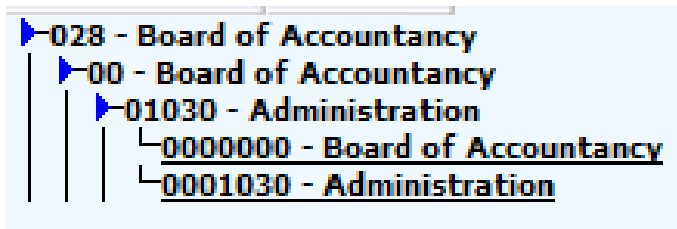
10. **FTE Positions.** Include in your narrative the actual number of FTE positions by program because this information is not included in the SHARP download.
11. **New Icon.** In the position module on the **Pos List** tab, to search for a position click the filter icon  at the top left and a box will pop up so you can enter the data you want to search from.



Field	Search Value	Empty?
Yr		<input type="checkbox"/>
Emp ID		<input type="checkbox"/>
PosType		<input type="checkbox"/>
Pos No		<input type="checkbox"/>
SeqNo		<input type="checkbox"/>
Pos Name		<input type="checkbox"/>
Class Cd		<input type="checkbox"/>
Title		<input type="checkbox"/>
Incr Ind	<input type="checkbox"/>	<input type="checkbox"/>
Salary		<input type="checkbox"/>

Search

12. **Tree Structure.** The new tree structure in IBARS is:



028 - Level 1 is the Agency name

00 - Level 2 is the Agency name (or Division)

01030 - Level 3 is the SMART Program (highest program level)

0001030 - Level 4 is the SMART DeptId

13. **Current Year Approved Budgets.** Your base budget submission for FY 2013 should not exceed the approved amount. The *2012 Session Laws of Kansas* will have the appropriation bills that outline your approved budget and other provisos that direct agency activities. The session laws can be found at <http://www.kslegislature.org/legsrv-sessionlaws/index.do>. The session laws will contain the budget as originally approved. The agency charts of accounts are maintained as a part of the SMART accounting system. The chart of accounts will list the latest approved expenditures including reappropriations, revisions, etc. for each fund. Any additional amounts that the agency would like to be approved for the current year must be submitted as a supplemental change package.
14. **Budget Year Allocations.** Your base budget submission for FY 2014 must not exceed the DOB allocations for appropriated funds. Allocated funds include the State General Fund, the Economic Development Initiatives Fund, the State

Water Plan Fund, the Children's Initiatives Fund, and the Enhanced Lottery Act Revenues Fund.

15. **Official Hospitality.** Remember that in the appropriations bills official hospitality amounts are included in the total. In the chart of accounts the official hospitality limitations are shown as a separate amount.

What is in the System when the Agency first views it?

When you open the system you will find FY 2012 actual expenditures, revenue, and fund balances that were extracted from the SMART system. In addition, individual employee data for FY 2013 and FY 2014 will be included in the system. Agencies must review and update employee data as necessary. Agencies must identify and distribute their FY 2013 approved appropriation in the most accurate manner possible. Agencies should build their FY 2014 budget based on the allocation amount provided by the Division of the Budget. Biennial agencies will build their budgets for FY 2014 and FY 2015.

What should the Agency provide in addition to the system data?

On September 15th, the agency should provide two hard copies and one electronic copy to DOB and one hard copy to KLRD of the following:

- Narrative information
- 404s – revenue and expenditure information (check with your analyst)

Forms for submitting the above data are available on the Division of the Budget's website. Also, download the budget instructions for important additional information at the following address: <http://www.budget.ks.gov/agencyinfo.htm>.


LOGIN PAGE

Logging Into IBARS

https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=web_login_frame - Microsoft Internet Explorer provided by The State

https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=web_login_frame

AGS Budget and Reporting System



Enter your User ID and Password to log onto eBudget System

User Id

Password

Affinity Global Solutions Copyright © 1995-2008

Done Internet 100%

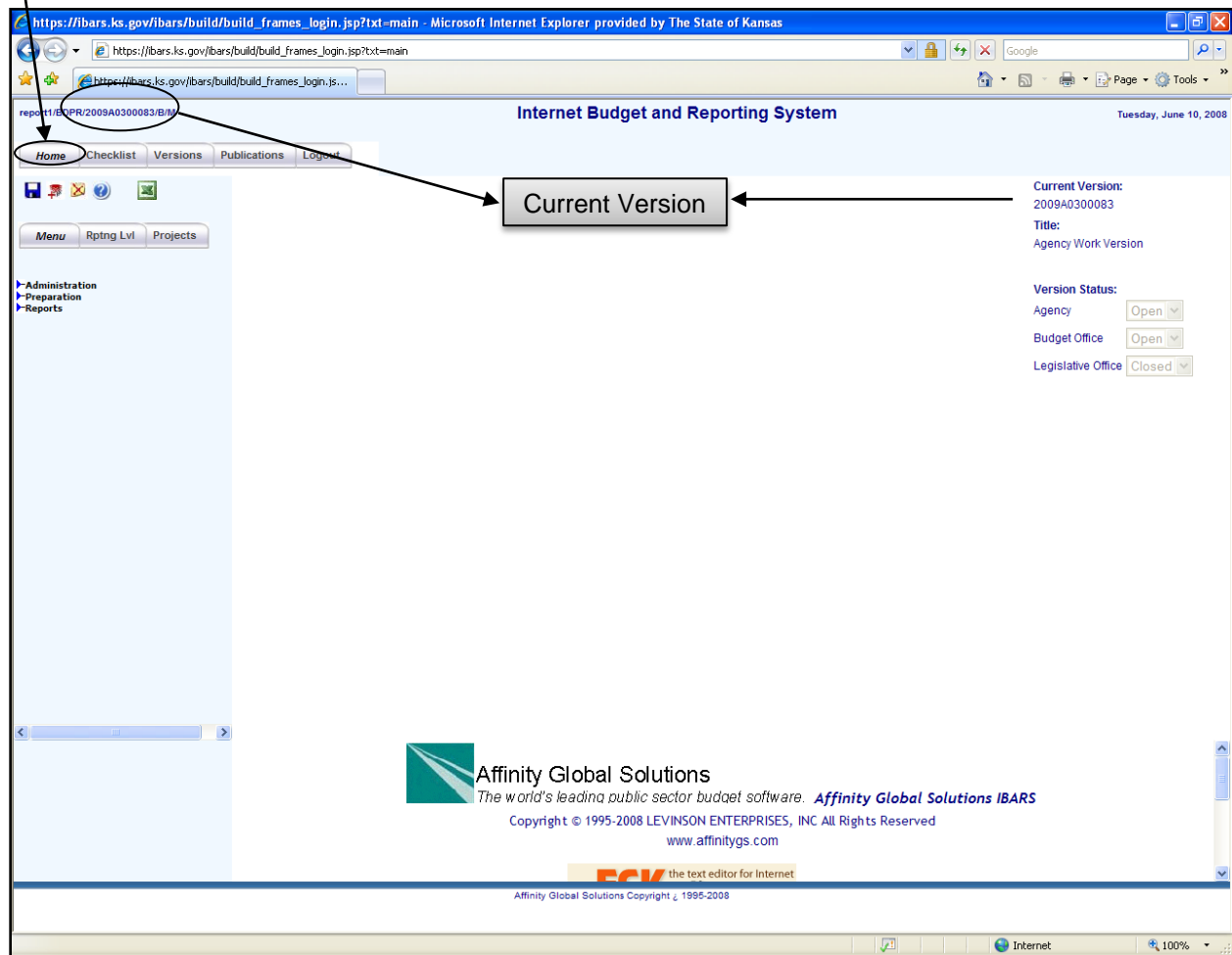
Although IBARS is supported by both Internet Explorer and Firefox, DOB prefers that Internet Explorer be used.

➤ Entering the Internet Budget and Reporting System (IBARS)

- Go to the Division of the Budget website: <https://ibars.ks.gov/ibars>
- Input **User Id** – the ID that the user is currently using or that the system administrator has defined for you.
- Input **Password** – the Password that the user is currently using or that the system administrator has defined for you. Every 30 days users will be asked to change their password.
- Click **Ligon**.

HOMEPAGE

Homepage

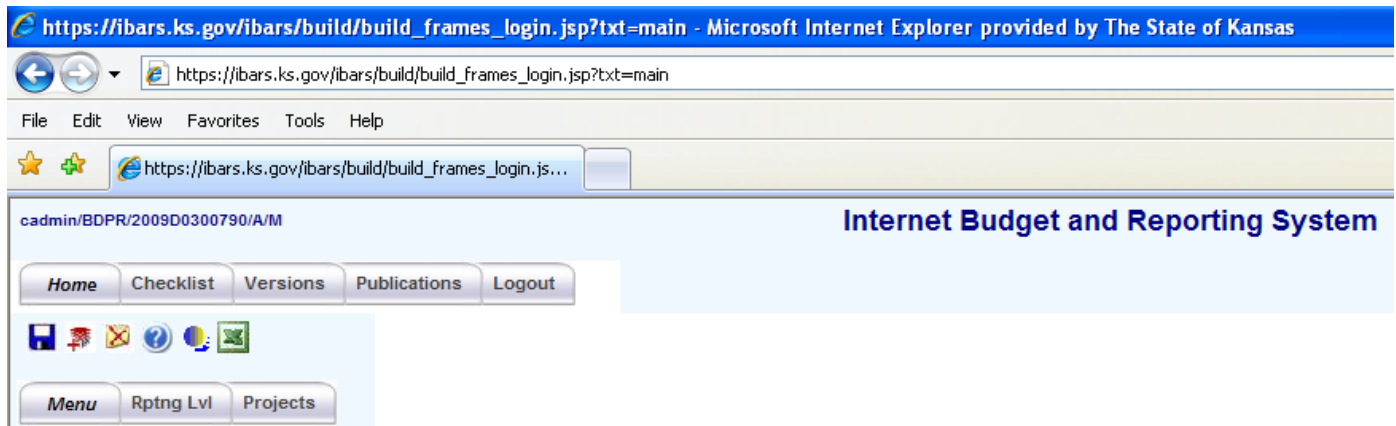


The **Homepage** appears after logging into IBARS. The right side shows the **Current Version** and **Title** of the version. The top left corner also shows the current version. Also on the right, the user can change the **Version Status** of the current version. The **Version Status** will allow a user to **Open**, **Close**, or give **Read-only** access to another user (i.e. an Agency, Budget Office, or Legislative Office).





REMINDER: The “back” button on the internet screen will not work in IBARS. The user must use the IBARS tabs and icons to navigate through the system.

MAIN TOOLS

Main Tabs and Icons







The following is a list of the main tabs and icons that will be used throughout the budget system. They will always be located in the top left part of the screen.

- **Home** – Allows the user to change the Version Status (i.e. the type of user who has access to the current version).
- **Checklist** – Allows the user to select the module to work in (i.e. Budget Request Summary, Position Detail Data, Special Fund Balance, and Children's Services).
- **Versions** – Allows the user to select, delete, copy, or submit versions.
- **Publications** – Allows the user to run reports (i.e. SR05, SR13, and 404)
- **Logout** – Allows the user to logout of IBARS.
- **Save (update) icon** –  Used to save or update changes made in modules.
- **Add (insert) icon** –  Used to add or insert new positions or rows in modules.
- **Delete icon** –  Used to delete positions or rows in modules.
- **Help icon** –  Allows the user to go to a help screen to get information about a particular feature.

MAIN TOOLS

Main Tabs and Icons (cont.)

- **System running icon** –  When this animated icon is visible, the system is busy updating the user's request. This icon will disappear when the system is done updating.
- **Extract to excel icon** –  Allows the user to extract any screen to excel.
- **Sort ascending**  **and descending**  **icons** – The sorting works like a progressive sort. Once the user clicks on a column title, the arrows will appear. Example: In the ***Position Detail Data*** module on the **Pos List** page, if a user clicks **Title** and then **Name**, it will sort first by the **Name** and then by the **Title**.

REMINDER: NEVER use the Back and Forward Web tools. These will not work properly with IBARS.

VERSIONS

Versions Page

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Versions' tab is selected in the top navigation bar. The 'Select *' dropdown menu is set to '00083 Kansas Bureau of Investigation'. The table below lists various versions with their respective actions and details.

Copy	Delete	Submit	Version	Version Title	Type	User 1	User 2	User 3	Last Update
Copy			2009D0100083	Download	A				07/23/2007
Copy			2009D0200083	Initial Download	A				08/07/2007
Copy			2009D0300083	Final Download	A				08/09/2007
Copy	Delete		2009E0100083	DOB Version	B				09/17/2007
Copy	Delete		2009E0300083	DOB Tech Version	B				10/01/2007
Copy	Delete		2009E0400083	DOB Working Version	B				10/01/2007
Copy	Delete		2009E1000083	DOB Rec Version	B				11/06/2007
Copy			2009A0300083	Agency Work Version	A				08/31/2007
Copy			2009A0400083	Roll up version	B				09/12/2007
Copy			2009A0500083	ibars test	B				04/09/2008
Copy			2009A0600083	ibars test cf	A				04/09/2008
Copy			2009B0100083	Agency Submitted	B				09/14/2007
Copy			2009J0100083	Governor's Recomm.	B				12/07/2007
Copy	Delete		2009M0200083	test	B				05/12/2008
Copy			2009F0100083	DOB Recommendation	B				11/09/2007
Copy	Delete		2009H0100083	Governor Version	B				11/19/2007
Copy			2008D0100083	Download	A				07/21/2006
Copy			2008D0200083	Copy of Initial Download	A				08/08/2006
Copy	Delete		2008E0100083	DOB Version	B				10/17/2006
Copy	Delete		2008E0300083	DOB Tech Version	B				10/17/2006
Copy	Delete		2008E0400083	DOB Version	B				10/17/2006
Copy	Delete		2008E1000083	DOB Rec Version	B				10/18/2006
Copy			2008B0100083	Agency Submitted	B				10/17/2006
Copy			2008J0100083	Governor's Recomm.	B				12/19/2006
Copy	Delete		2008M0100083	DOB Tracking	B				03/07/2007
Copy	Delete		2008N0100083	Project Runs	A				05/15/2007

The **Versions** page allows the user to copy, delete, submit, or select a version. The user selects an agency from the **Select*** dropdown box. Below is a description of each column and its function.

- **Copy** – Allows the user to copy a version.
- **Delete** – Allows the user to delete the version.
- **Submit** – Allows the user to submit the version. In order for **Submit** to be an option, all items in the **Checklist** must be checked to complete.
- **Version** – The version number (ex. 2009A0300083 – 2009 is the biennium year, A03 is the version number, 00083 is the agency number).
- **Version Title** – The title of the version, which is defined by the user/creator.

VERSIONS

Versions Page (cont.)

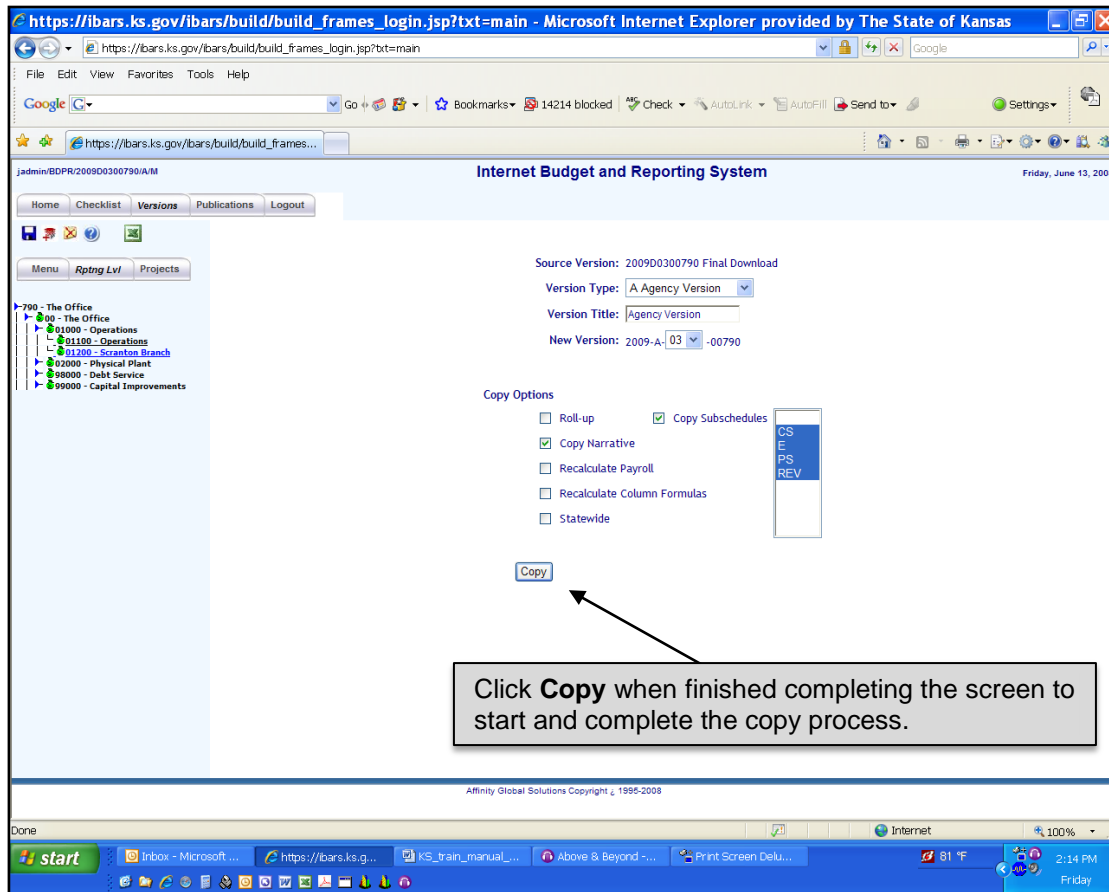
- **Type** – The level of detail available in the version. Type A is the lowest level (Department ID) and type B (Program) is the rolled up version of type A.
- **User 1, User 2, and User 3** – Not used.
- **Last Update** – The date the version was created.

REMINDER: Each agency has an original download version (A01). Users should **NOT** work in the A01 version. Make a copy of the A01 version to enter budget information. Keeping the original download unchanged will give the user a reference point in case errors or questions arise.

IMPORTANT: When selecting a version to work in, the user needs to make sure to choose the current biennium year. If the user is submitting the budget year 2014, then the version would start with 2014 (ex. 2014A0200629). A version starting with 2013 would be what the 2012 Legislature approved for FY 2013.

VERSIONS

Versions Page – Copy a Version



➤ Copying an Existing Version

To create a copy of an existing version, click on 'Copy' for the version you want to copy. The user will then be required to complete the above screen.

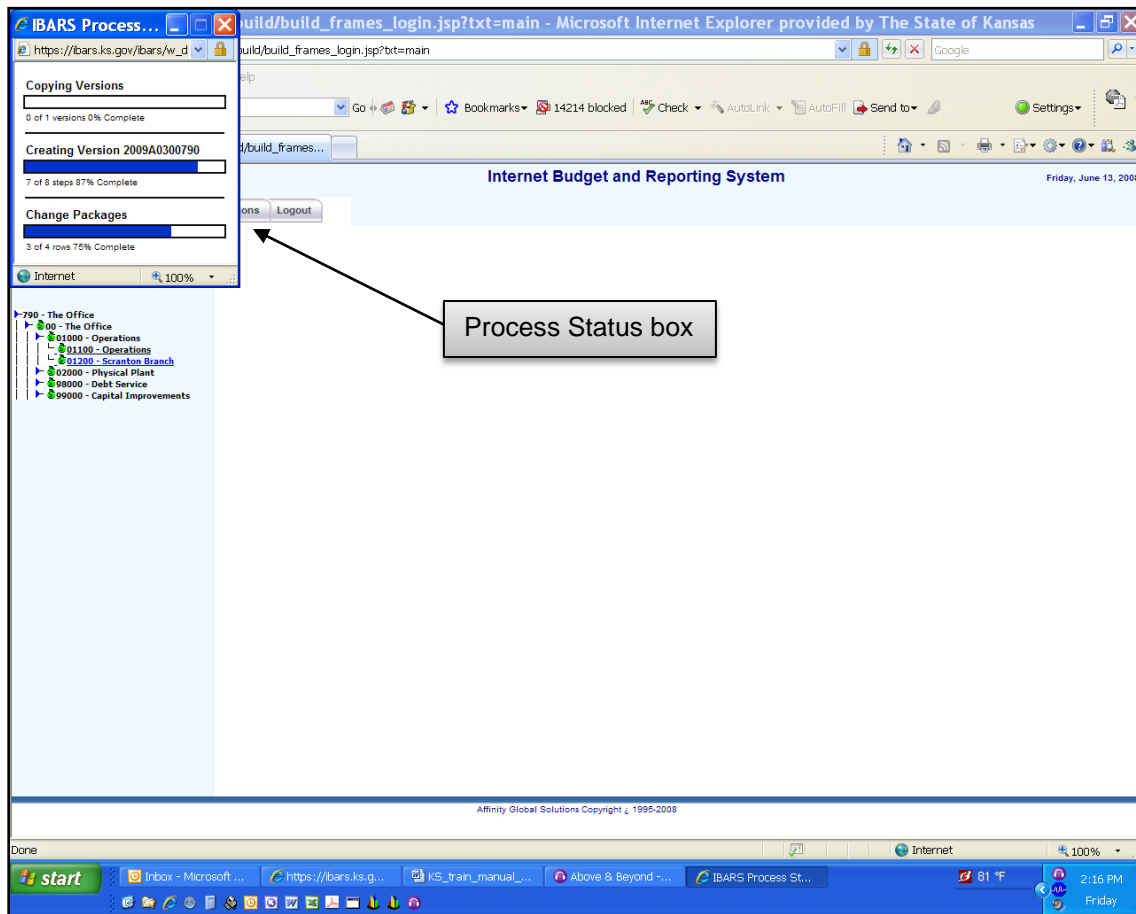
The version copy page will tell the user which version is the **Source Version** for the copy. Below is a description of the items the user is required to complete in order to copy a version.

- **Version Type** – Defaults to Agency Version (for agency users).
- **Version Title** – Can be whatever the user wishes to help identify what the version is being used for, up to 18 characters. DO NOT USE special characters when naming versions (i.e. ', *, " ').
- **New Version** – Click on the down arrow and select a number.
- **Copy Options** – Use the default, which has copy narrative checked.

VERSIONS

Versions Page – Copy a Version (cont.)

- **Copy Schedules** – Use the default, which has the box checked and four schedules highlighted. The schedules that will be copied are Children's Services (CS), Budget Request Summary (E), Position Detail Data (PS), and Special Fund Balance (REV).



A **Progress Status** box will pop-up on the screen that details what part of the process is running and how much of the process is complete. After the copy process is complete, it will go back to the **Versions** page.

REMINDER: The copied version will **not** automatically become the current/working version. Therefore, the user must select which version he or she wishes to work in.

VERSIONS

Versions Page – Copy a Version (cont.)

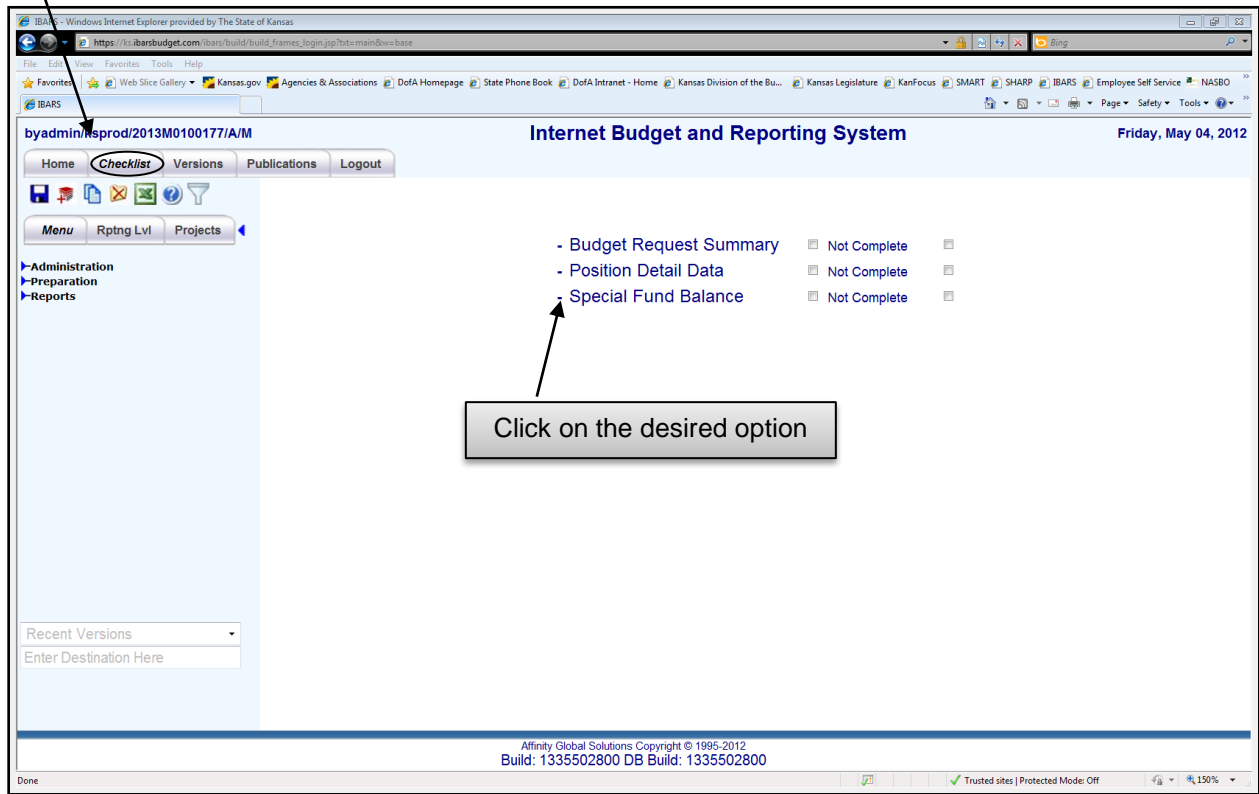
➤ Selecting a Version

The user will select a version by clicking on the version number in the **Version** column (ex. 2010A0200034). The version will become highlighted as the cursor is on the selected version.

REMINDER: Never work or make any changes in the A01 version.

CHECKLIST

Checklist Page



After the user has selected a version, the system will direct the user to the **Checklist** page. The user can always get to this page by clicking on the **Checklist** tab at the top left of the page.

The user will click on an item in the **Checklist** to go to that module (ex. Budget Request Summary).

REMINDER: Clicking in the box to the left of **Not Complete** will **not** navigate the user to the desired module; rather, it will check the module to complete.

CHECKLIST

Checklist Page (cont.)

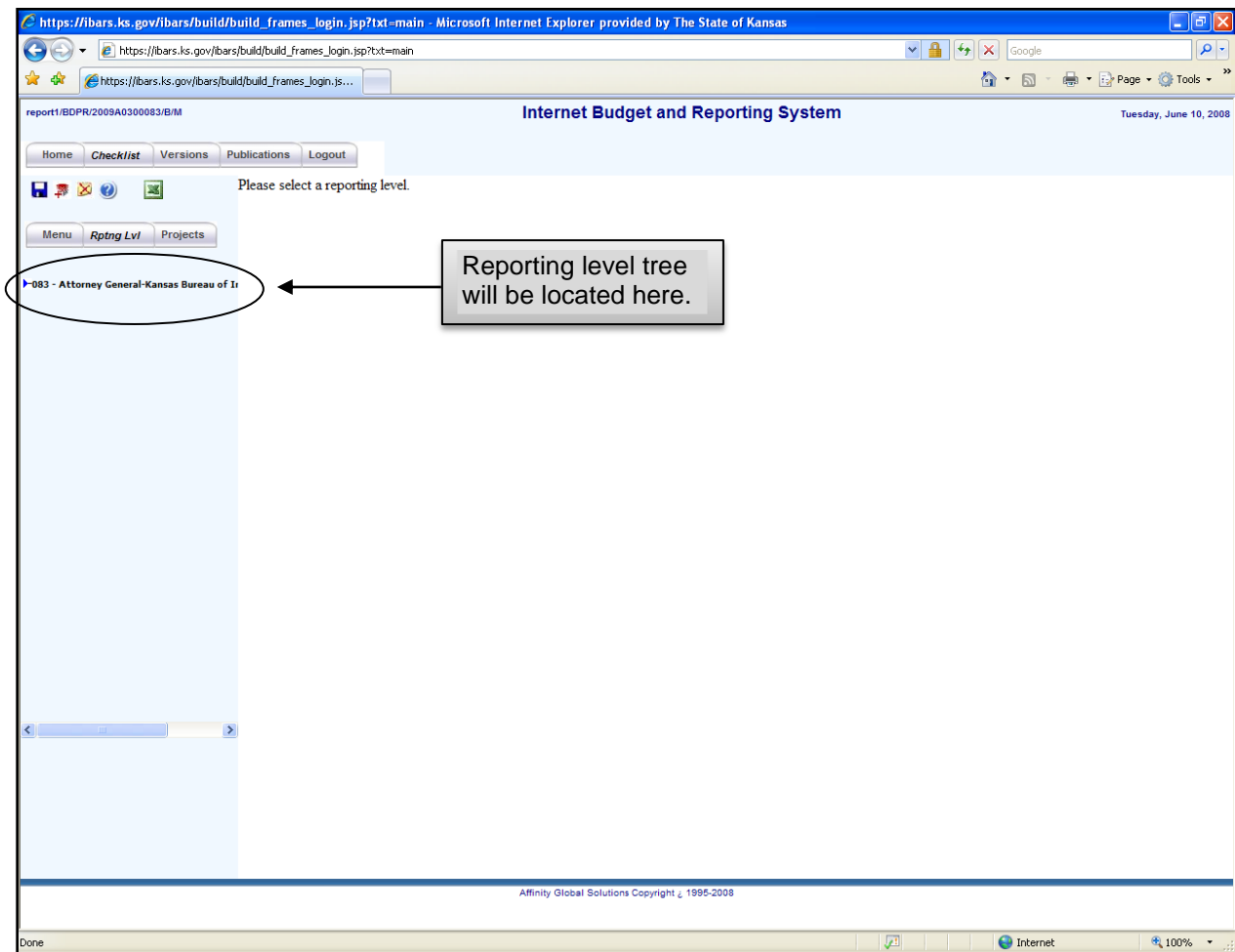
The DOB recommends that users enter data into the system in the following order:

1. ***Position Detail Data*** module – Salaries & wages and FTE adjustments, including change packages for salaries & wages. The **Change Package Description** is within the module and is **not** part of the ***Checklist***.
2. ***Budget Request Summary*** module – Budget expenditure and funding detail, including change packages. The **Change Package Description** is within the module and is **not** part of the ***Checklist***.
3. ***Special Fund Balance*** module – Funding detail, which details by budget unit the agency's source of funding.

REMINDER: All items in the ***Checklist*** must be complete before an agency submits its budget. If one part, such as the ***Special Fund Balance*** or **Children's Services** modules are not complete, the DOB analyst will require the agency to resubmit the budget once all parts are complete.

POSITION DETAIL DATA

Position Detail Data Page – before reporting level is selected



When the **Position Detail Data** module is first selected, the system will prompt the user to “Please select a reporting level (Program or Department Level).” Click on the blue arrow to the left of the agency name (on the left side of the screen). Now the user will see the agency name listed twice. The user should click on the blue arrow of the second agency name to get to a Program level. The user will need to click the blue arrow next to a Program to get to a Department ID level. Click on the title of the desired Program or Department ID. Agency users should work in the Department ID level to enter employee information.

POSITION DETAIL DATA

Pos List (Position List) Page – after reporting level is chosen

The screenshot displays the 'Pos List' page in the Internet Budget and Reporting System. The page title is 'Internet Budget and Reporting System' with a date of 'Tuesday, June 10, 2008'. The navigation bar includes links for Home, Checklist, Versions, Publications, Logout, Pos List, Pos Info, Pos Benefits, Pos Ben Calcs, Pos Calcs, Pos Alloc, Pos Emp, Def Alloc, and Chg Pkg Descr. The 'Pos List' link is highlighted. Below the navigation bar, there is a search bar and a dropdown menu for 'Rpt Lvl: 11000 ADMINISTRATION AND SUPPORT SERVICES'. The main table has the following columns: Yr, Emp ID, Pos Type Cd, Pos No, Seq No, Pos Name, Class Cd, and Title. A callout box points to the 'Pos Type Cd' column header, stating 'Current reporting level'. The table lists various positions, including Special Investigator I, Administrative Specialist, Administrative Assistant, Laboratory Technician II, and Utility Worker. The page footer indicates '69 Total Records Found - Page 1 of 2'.

Yr	Emp ID	Pos Type Cd	Pos No	Seq No	Pos Name	Class Cd	Title
2009	83VAC0001	01	83VAC0001	1	Michael Scott	8210L1	Special Investigator I
2008	K0000049323	01	K00075488	1	Karen S Bartlett	1073K2	Administrative Specialist
2009	K0000049323	01	K00075488	1	Karen S Bartlett	1073K2	Administrative Specialist
2008	K0000181046	04	K0200515	1	George F Zinn	011500	Administrative Assistant
2009	K0000181046	04	K0200515	1	George F Zinn	011500	Administrative Assistant
2008	K0000186003	04	K0200520	1	Laura L Herl	011500	Administrative Assistant
2009	K0000186003	04	K0200520	1	Laura L Herl	011500	Administrative Assistant
2008	K0000181037	04	K0202264	1	Ross A Liskey	011500	Administrative Assistant
2009	K0000181037	04	K0202264	1	Ross A Liskey	011500	Administrative Assistant
2008	0	04	K0202267	1	VACANT	011500	Administrative Assistant
2009	0	04	K0202267	1	VACANT	011500	Administrative Assistant
2008	K0000183478	04	K0202270	1	VACANT	011500	Administrative Assistant
2009	K0000183478	04	K0202270	1	VACANT	011500	Administrative Assistant
2008	K0000183341	04	K0202271	1	Molly A Shrewsbury	043030	Senior Administrative Assistant
2009	K0000183341	04	K0202271	1	Molly A Shrewsbury	043030	Senior Administrative Assistant
2008	K0000048220	01	K0204232	1	Dewayne F Arnold	3261N2	Utility Worker
2009	K0000048220	01	K0204232	1	Dewayne F Arnold	3261N2	Utility Worker
2008	K0000181894	04	K0209052	1	Janice Legate	070910	Laboratory Technician II
2009	K0000181894	04	K0209052	1	Janice Legate	070910	Laboratory Technician II
2008	K0000160162	04	K0209053	1	Catina L Ortega	070910	Laboratory Technician II
2009	K0000160162	04	K0209053	1	Catina L Ortega	070910	Laboratory Technician II
2008	0	04	K0213885	1	VACANT	011500	Administrative Assistant
2009	0	04	K0213885	1	VACANT	011500	Administrative Assistant
2008	K0000203352	04	K0213888	1	Derrick B Baxter	011500	Administrative Assistant
2009	K0000203352	04	K0213888	1	Derrick B Baxter	011500	Administrative Assistant
2008	0	04	K0213889	1	VACANT	011500	Administrative Assistant
2009	0	04	K0213889	1	VACANT	011500	Administrative Assistant
2008	K0000168727	04	K0213891	1	Sally L Hemenway	011500	Administrative Assistant
2009	K0000168727	04	K0213891	1	Sally L Hemenway	011500	Administrative Assistant
2008	K0000196557	04	K0215104	1	Janet M Grant	011500	Administrative Assistant
2009	K0000196557	04	K0215104	1	Janet M Grant	011500	Administrative Assistant
2008	K0000198997	04	K0215154	1	Wilson R Wiley	011500	Administrative Assistant
2009	K0000198997	04	K0215154	1	Wilson R Wiley	011500	Administrative Assistant
2008	K0000198985	04	K0215155	1	Terri Cannon	011500	Administrative Assistant
2009	K0000198985	04	K0215155	1	Terri Cannon	011500	Administrative Assistant

The **Pos List** page allows the user to select and add positions by reporting level (again, agencies will want to enter data at the Department ID level). The user can also sort the columns in ascending or descending order. Sorting can be performed by clicking on the titles at the top. Clicking once will sort ascending and clicking a second time on the same title will sort descending. Below is a description of each column and its function.

- **Yr** – The fiscal year.
- **Emp ID** – Employee ID.
- **Pos Type Cd** – Employee's position type code (ex. regular classified and regular unclassified). Select one from the dropdown menu.
- **Pos No** – Position number.

POSITION DETAIL DATA

Pos List (Position List) Page – after reporting level is chosen (cont.)

- **Seq No** – Sequence numbers are used for employees with split positions. This is rarely used.
- **Pos Name** – Employee's name.
- **Class Cd** – Class code.
- **Title** – Employee's job title.

POSITION DETAIL DATA

Pos List Page (cont.)

Internet Budget and Reporting System

report1/BOPR/2009A0300003/B/M

Home Checklist Versions Publications Logout

Pos List Pos Info Pos Benefits Pos Ben Calcs Pos Calcs Pos Alloc Pos Emp Def Alloc Chg Pkg Descr

Rpt Lvl: 11000 ADMINISTRATION AND SUPPORT SERVICES

Order By [] Search

Yr	Emp ID	Pos Type Cd	Pos No	Seq No	Pos Name	Class Cd	Title
2009	83VAC0001	01	83VAC0001	1	Michael Scott	8210L1	Special Investigator I
2008	K0000049323	01	K0075488	1	Karen S Bartlett	1073K2	Administrative Specialist
2009	K0000049323	01	K0075488	1	Karen S Bartlett	1073K2	Administrative Specialist
2008	K0000181046	04	K0200515	1	George F Zinn	011500	Administrative Assistant
2009	K0000181046	04	K0200515	1	George F Zinn	011500	Administrative Assistant
2008	K0000186003	04	K0200515	1	Laura L Herl	011500	Administrative Assistant
2009	K0000186003	04	K0200515	1	Laura L Herl	011500	Administrative Assistant
2008	K0000181037	04	K0200515	1	Ross A Liskey	011500	Administrative Assistant
2009	K0000181037	04	K0200515	1	Ross A Liskey	011500	Administrative Assistant
2008	0	04	K0202267	1	VACANT	011500	Administrative Assistant
2009	0	04	K0202267	1	VACANT	011500	Administrative Assistant
2008	K0000183478	04	K0202270	1	Marlene K White	043030	Senior Administrative Assistant
2009	K0000183478	04	K0202270	1	Marlene K White	043030	Senior Administrative Assistant
2008	K0000183341	04	K0202271	1	Molly A Shrewsbury	043030	Senior Administrative Assistant
2009	K0000183341	04	K0202271	1	Molly A Shrewsbury	043030	Senior Administrative Assistant
2008	K0000048220	01	K0204232	1	Dewayne F Arnold	3261N2	Utility Worker
2009	K0000048220	01	K0204232	1	Dewayne F Arnold	3261N2	Utility Worker
2008	K0000181894	04	K0209052	1	Janice Legate	070910	Laboratory Technician II
2009	K0000181894	04	K0209052	1	Janice Legate	070910	Laboratory Technician II
2008	K0000160162	04	K0209053	1	Catina L Ortega	070910	Laboratory Technician II
2009	K0000160162	04	K0209053	1	Catina L Ortega	070910	Laboratory Technician II
2008	0	04	K0213885	1	VACANT	011500	Administrative Assistant
2009	0	04	K0213885	1	VACANT	011500	Administrative Assistant
2008	K0000203352	04	K0213888	1	Derrick B Baxter	011500	Administrative Assistant
2009	K0000203352	04	K0213888	1	Derrick B Baxter	011500	Administrative Assistant
2008	0	04	K0213889	1	VACANT	011500	Administrative Assistant
2009	0	04	K0213889	1	VACANT	011500	Administrative Assistant
2008	K0000168727	04	K0213891	1	Sally L Hemenway	011500	Administrative Assistant
2009	K0000168727	04	K0213891	1	Sally L Hemenway	011500	Administrative Assistant
2008	K0000196557	04	K0215104	1	Janet M Grant	011500	Administrative Assistant
2009	K0000196557	04	K0215104	1	Janet M Grant	011500	Administrative Assistant
2008	K0000198997	04	K0215154	1	Wilson R Wiley	011500	Administrative Assistant
2009	K0000198997	04	K0215154	1	Wilson R Wiley	011500	Administrative Assistant
2008	K0000198985	04	K0215155	1	Terri Cannon	011500	Administrative Assistant
2009	K0000198985	04	K0215155	1	Terri Cannon	011500	Administrative Assistant

69 Total Records Found - Page 1 of 2

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The **Order by** box at the top of the page will allow the user to order all pages in the position list for the selected Department ID by **Pos Name**, **Pos Type Cd**, **Emp ID**, **Class Cd**, and **Title**. Click the dropdown arrow to select an **Order by** option. To clear the **Order by** sort, click the down arrow and select the blank row at the top of the list.

The **Search** box at the top of the page allows the user to search for a person by name. Type the name, first or last, and it will find those employees. To clear the **Search**, delete what you have typed in the box and click the Enter key.

At the bottom of the screen, the user can see how many records are listed for the selected Department ID or Program. It also tells the user how many pages of positions there are for the selected Department ID. The user can click the dropdown and select a page number.

POSITION DETAIL DATA

Pos List Page (cont.)

➤ Selecting a position

To select a position, click on the **Pos No** of the position. When a position is selected, the system will automatically go to the **Pos Info** page. After a position is selected, the user can click on the **Pos Benefits**, **Pos Ben Calcs**, **Pos Calcs**, **Pos Alloc**, **Pos Emp**, **Def Fnd**, and **Chg Pkg Descr** pages to review or change a position's information.

POSITION DETAIL DATA

Pos Info (Position Information) Page

Internet Budget and Reporting System

report1/BOPR/2009A0300083/IB/M

Home Checklist Versions Publications Logout

Pos List **Pos Info** Pos Benefits Pos Ben Calcs Pos Calcs Pos Alloc Pos Emp Def Alloc Chg Pkg Descr

Pos No: 83VAC0001 Pos Seq No: 1 Yr: 2009 Name: Michael Scott Rpt Lvl: 11000 ADMINISTRATION AND SUPPORT SERVICES

Year: 2009 Class Cd: 8210L1 Special Investigator I

Pos No: 83VAC0001 Step: 9

Pos Seq No: 1 Fte: 1.00

Emp Id: 83VAC0001 Name: Michael Scott

Anniv Date: Longevity: 10/01/1985

Emp Date2: Emp Date3:

Pos Type Cd: 01 FT Regular Classified Pay Type Cd: Hourly

Unfunded Ind: Funded Rate: 17.36

Compute Incr Ind: ☒ Duration: 2080

New Fte Ind: ☒ Salary Amount: 36,108.80

Start Dt: Bud Chg: A / E / 3 / Vehicle Replacement

End Dt: Sub Sched Ind:

Next Incr Dt: Sub Sched No:

Date2: Pyrfl Ind: Y YES

Date3: Lump Sum Amt: 0.00

Date4: Lump Sum Descr:

Date5:

Current position selected and reporting level it is tied to.

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Done Internet 100%

The **Pos Info** page will allow users to update position information and attach newly requested positions to a change package. Below is a description of each column and how to input the data.

- **Year** – Fiscal year. Type in the fiscal year (ex. 2013).
- **Class Cd** – Class code. Click the dropdown arrow and scroll to find the correct class code.
- **Pos No** – Position number. Type in the employee's position number.
- **Step** – Which step of the pay matrix a classified employee is on. For classified, type in the employee's step number. **If unclassified, type 0 (zero).**

POSITION DETAIL DATA

Pos Info Page (cont.)

- **Pos Seq No** – Position sequence number. If a position number is listed more than once in a fiscal year, the system numbers the positions sequentially.
- **FTE** – Employee FTE count. Type in the employee's FTE status (ex. 1.00 or .50).
- **Emp ID** – Employee's ID. A unique employee ID must exist for each position.

REMINDER: For newly requested positions, the **Emp ID** must be created first on the **Pos Emp** page, then the user can fill out the **Pos Info** and other pages. For newly requested positions, use agency number followed by 'VAC' followed by a four digit unique number (ex. 34VAC0001 and 280VAC0001). For newly requested positions, the **Emp ID** and **Pos No** can be the same. Don't forget to tie newly requested positions to a change package.

- **Name** – Employee's name. This field automatically fills in because it is tied to the **Emp ID**, which the user fills out on the **Pos Emp** page.
- **Anniv Date** – Employee's anniversary date – this is not used.
- **Longevity** – Employee's longevity date. This field will automatically fill in because it is tied to the **Emp ID**, which the user fills out on the **Pos Emp** page.
- **Emp_date2 and Emp_date3** – Not used.
- **Pos Type Cd** – Employee's position type code (ex. regular classified and regular unclassified). Select one from the dropdown menu.
- **Pay Type Cd** – Employee's pay schedule (ex. Hourly and Bi-weekly). Select one from the drop-down menu. If the employee is classified, this box will automatically populate.
- **Unfunded Ind** – Determines if a position is funded or unfunded. The user has the following three options in the dropdown menu: (1) **Funded** – will post the salaries and wages to the **Budget Request Summary** module; (2) **Unfunded-Do not post** – will not post salaries and wages in the **Budget Request Summary** module; and (3) **Unfunded-Post** – will post the salaries and wages to the **Budget Request Summary** module.
- **Rate** – Employee's rate of pay. If the employee is classified, this box automatically fills in based on the pay rate table from Division of Personnel Services (DPS). If the employee is unclassified, then the user must fill in this box (ex. 10.25 or 22.50).

POSITION DETAIL DATA

Pos Info Page (cont.)

- **Compute Incr Ind** – Not used.
- **Duration** – The basis of pay for an employee. The user keys in the duration (ex. hourly = 2080 and bi-weekly = 26 for a full year).

POSITION DETAIL DATA

Pos Info Page (cont.)

- **New FTE Ind** – New FTE indicator. Check this box if the position is a newly requested FTE position and is tied to a change package.
- **Salary amount** – Employee's total salary. This is calculated automatically (FTE x Rate x Duration).
- **Start Dt** – Not used.
- **Bud Chg** – Budget change package. If it is a newly requested position, the user creates a change package description and chooses it from the dropdown menu to associate the position to the package.
- **End Dt** – Not used.
- **Sub Sched Ind** – Not used.
- **Next Incr Dt** – Not used.
- **Sub Sched No** – Not Used.
- **Date2** – Not used.
- **Pyrll Ind** – Payroll indicator. Indicates if the position is counted in the agency's FTE count. The user can select from the dropdown either **Y Yes** or **N No**. If neither option is selected, then the system will automatically count the FTE as if the user selected **Y Yes**.
- **Date3** - Not used.
- **Lump Sum Amt** – Lump sum amount. Used in special circumstances like bonuses approved by the Legislature.
- **Date4** – Not Used.
- **Lump Sum Descr** – Lump sum description. The description/reason for the lump sum amount.
- **Date5** – Not used.

REMINDER: Individual employee data for FY 2013 (current) and FY 2014 (budget) are from the payroll system. The data should be reviewed and adjusted as needed by the user.

POSITION DETAIL DATA

Pos Benefits (Position Benefits) Page

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Pos Benefits' tab is selected in the top navigation bar. The main content area displays a table of benefits for position 83VAC0001, employee Michael Scott, for the year 2009. The table has two columns: 'Description' and 'Value'. The benefits listed are Retirement, FICA, UNEMP, WKCMP, RSAL, Health Single, Health Family, EHM, FICA Medicare 2, FHM, and LONGEVITY. Each benefit has a dropdown menu next to its value field. A left-hand navigation pane shows a tree structure of the organization's budget, with '11000 - ADMINISTRATION AND SUPPORT SERVICES' selected. The bottom of the page shows the Affinity Global Solutions copyright notice.

Description	Value
Retirement	RET / KPERS / 0 / .0797
FICA	FICA / SS / 0 / .062
UNEMP	UNEMP / 0 / .0013
WKCMP	WKCMP / 00083 / 0 / .0089
RSAL	RSAL / 0 / .005
Health Single	HLT1 / EHI1 / 185.1 / 0
Health Family	
EHM	
FICA Medicare 2	FICA / MED 2 / 0 / .0145
FHM	
LONGEVITY	LONG / 10 / 50 / 0

The **Pos Benefits** page allows users to update the current employee's benefits and set newly requested employee's benefits. Each benefit item shows the benefit rate. Each item can be changed by clicking on the dropdown arrow and selecting the correct item. Below is a description of each item.

- **Retirement** – Type of retirement benefit.
- **FICA** – The Social Security portion of the Federal Insurance Contributions Act payroll tax.
- **Unemp** – Unemployment.
- **WKCMP** – Workers Compensation. This item is agency specific correlated to agency claims. Therefore, the user must choose the correct agency number.
- **RSAL** – Retirement, sick, and annual leave. Paid upon retirement.

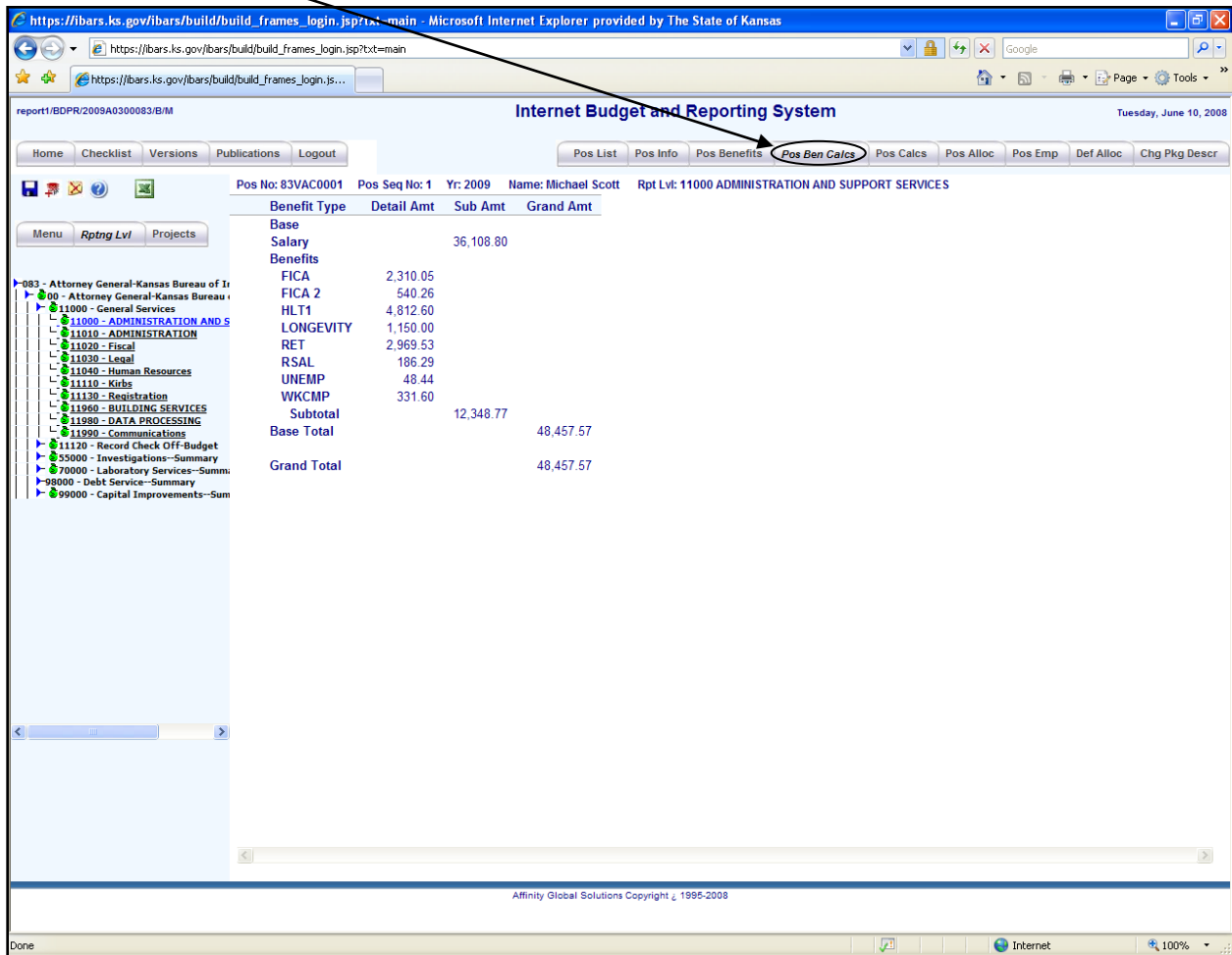
POSITION DETAIL DATA

Pos Benefits Page (cont.)

- **Health Single** – Health insurance for the employee.
- **Health Family** – Must have single health insurance to receive family health.
- **EHM** – Not used.
- **FICA Medicare 2** – The Medicare portion of the FICA payroll tax.
- **FHM** – Not used.
- **Longevity** – Not used on this page. It is tied to what is entered in on the **Pos Emp** page. If the position receives longevity, the box will have “LONG / 10 / 50 / 0.” If the position does not receive longevity, the box will be blank.

POSITION DETAIL DATA

Pos Ben Calcs (Position Benefits Calculation) Page



Internet Budget and Reporting System

Report: 11000 ADMINISTRATION AND SUPPORT SERVICES

Pos No: 83VAC0001 Pos Seq No: 1 Yr: 2009 Name: Michael Scott Rpt Lvl: 11000 ADMINISTRATION AND SUPPORT SERVICES

Benefit Type	Detail Amt	Sub Amt	Grand Amt
Base			
Salary		36,108.80	
Benefits			
FICA	2,310.05		
FICA 2	540.26		
HLT1	4,812.60		
LONGEVITY	1,150.00		
RET	2,969.53		
RSAL	186.29		
UNEMP	48.44		
WKCOMP	331.60		
Subtotal		12,348.77	
Base Total			48,457.57
Grand Total			48,457.57

083 - Attorney General-Kansas Bureau of In
 1100 - Attorney General-Kansas Bureau of In
 11000 - General Services
 11000 - ADMINISTRATION AND SUPPORT SERVICES
 11010 - Fiscal
 11020 - Legal
 11040 - Human Resources
 11110 - Kirsb
 11130 - Registration
 11960 - BUILDING SERVICES
 11980 - DATA PROCESSING
 11990 - Communications
 11120 - Record Check Off-Budget
 55000 - Investigations-Summary
 70000 - Laboratory Services-Summary
 98000 - Debt Service-Summary
 99000 - Capital Improvements-Summary

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The **Pos Ben Calcs** page displays the salary and all the benefits for the selected position. No entries are made on this screen. The **Subtotal** line is a total of the benefit amounts. The **Base Total** and **Grand Total** are the **Salary** amount plus the **Benefit** amounts. This information is based on entries from the **Pos Info** and **Pos Benefits** pages.

POSITION DETAIL DATA

Pos Calcs (Position Calculation) Page

https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=main - Microsoft Internet Explorer provided by The State of Kansas

https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=main

https://ibars.ks.gov/ibars/build/build_frames_login.js...

report1/BDPR/2009A0300083/B/M

Internet Budget and Reporting System

Tuesday, June 10, 2009

Home Checklist Versions Publications Logout

Pos List Pos Info Pos Benefits Pos Ben Calcs **Pos Calcs** Pos Alloc Pos Emp Def Alloc Chg Pkg Descr

Menu Rptng Lvl Projects

083 - Attorney General-Kansas Bureau of Investigation
000 - Attorney General-Kansas Bureau of Investigation
11000 - General Services
11000 - ADMINISTRATION AND SUPPORT SERVICES
11010 - ADMINISTRATION
11020 - Fiscal
11030 - Legal
11040 - Human Resources
11110 - Kirsbs
11120 - Registration
11960 - BUILDING SERVICES
11980 - DATA PROCESSING
11990 - Communications
11120 - Record Check Off-Budget
15000 - Investigations-Summary
70000 - Laboratory Services-Summary
98000 - Debt Service-Summary
99000 - Capital Improvements-Summary

Pos No: 83VAC0001 Pos Seq No: 1 Yr: 2009 Name: Michael Scott Rpt Lvl: 11000 ADMINISTRATION AND SUPPORT SERVICES

			Salary	FICA	FICA 2	HLT1	LONGEVITY	RET	RSAL	UNEMP	WKCMP	Total
06/15/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95	
06/29/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95	
07/13/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.95	1.80	12.36	1,811.94	
07/27/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.68	6.94	1.81	12.36	1,811.94	
08/10/2008	Est	1,388.80	86.10	20.13	185.10	0.00	110.69	6.94	1.80	12.36	1,811.92	
08/24/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.95	1.81	12.36	1,811.96	
09/07/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.94	1.80	12.36	1,811.93	
09/21/2008	Est	1,388.80	157.41	36.81	185.10	1,150.00	202.34	12.70	3.30	22.60	3,159.06	
10/05/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95	
10/19/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.94	1.80	12.36	1,811.92	
11/02/2008	Est	1,388.80	86.11	20.13	185.10	0.00	110.69	6.95	1.81	12.36	1,811.95	
11/16/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.94	
11/30/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.95	1.80	12.36	1,811.95	
12/14/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.94	1.81	12.36	1,811.93	
12/28/2008	Est	1,388.80	86.11	20.13	185.10	0.00	110.69	6.94	1.80	12.36	1,811.93	
01/11/2009	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.95	1.81	12.36	1,811.95	
01/25/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.80	12.36	1,811.94	
02/08/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.68	6.95	1.81	12.36	1,811.95	
02/22/2009	Est	1,388.80	86.10	20.13	185.10	0.00	110.69	6.94	1.80	12.36	1,811.92	
03/08/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95	
03/22/2009	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.95	1.80	12.36	1,811.93	
04/05/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95	
04/19/2009	Est	1,388.80	86.10	20.13	185.10	0.00	110.69	6.95	1.81	12.36	1,811.94	
05/03/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.80	12.36	1,811.94	
05/17/2009	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.94	1.81	12.36	1,811.93	
05/31/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.95	1.80	12.36	1,811.95	
Total		36,108.80	2,310.05	540.26	4,812.60	1,150.00	2,969.53	186.29	48.44	331.60	48,457.57	

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Done Internet 100%

The **Pos Calcs** page displays the salary and benefit amounts by pay period.

POSITION DETAIL DATA

Pos Alloc (Position Allocation) Page

Internet Budget and Reporting System

Pos No: 83VAC0001 Pos Seq No: 1 Yr: 2009 Name: Michael Scott Rpt Lvl: 11000 ADMINISTRATION AND SUPPORT SERVICES

Rpt Lvl	Bud Unit	Alloc Pct
11000 ADMINISTRATION AND SUPPORT SERVICES	0083 OPERATING EXPENDITURES	0.5
11000 ADMINISTRATION AND SUPPORT SERVICES	2010 RECORD CHECK FEE FUND	0.5

083 - Attorney General-Kansas Bureau of Investigation
11000 - General Services
11000 - ADMINISTRATION AND SUPPORT SERVICES
11010 - ADMINISTRATION
11020 - Fiscal
11030 - Legal
11040 - Human Resources
11110 - K-12
11130 - Registration
11960 - BUILDING SERVICES
11980 - DATA PROCESSING
11990 - Communications
11120 - Record Check Off-Budget
55000 - Investigations-Summary
70000 - Laboratory Services-Summary
98000 - Debt Service-Summary
99000 - Capital Improvements-Summary

Done

The **Pos Alloc** page shows how a position is funded. The user can change a position's funding by adding or deleting lines and changing the allocation percent for each line. The allocation percent must total 1 (ex. $.5 + .5 = 1$).

POSITION DETAIL DATA

Pos Emp (Position Employee ID) Page

Internet Budget and Reporting System

report1/BDPR/2009A0300083/B/M

Home Checklist Versions Publications Logout

Pos List Pos Info Pos Benefits Pos Ben Calcs Pos Calcs Pos Alloc **Pos Emp** Def Alloc Chg Pkg Descr

Emp Id: 83VAC0001

Name: Michael Scott

Anniversary Date:

Longevity: 10/01/1985

Emp Date2:

Emp Date3:

New Emp Ind: ☒

083 - Attorney General-Kansas Bureau of Investigation

- 11000 - General Services
- 11000 - ADMINISTRATION AND FINANCE
- 11010 - Legal
- 11020 - Fiscal
- 11030 - Human Resources
- 11110 - Krebs
- 11130 - Registration
- 11960 - BUILDING SERVICES
- 11980 - DATA PROCESSING
- 11990 - Communications
- 11120 - Record Check Off-Budget
- 55000 - Investigations-Summary
- 70000 - Laboratory Services-Summary
- 98000 - Debt Service-Summary
- 99000 - Capital Improvements-Summary

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The **Pos Emp** page is where the Employee ID and Name are tied together. For existing positions, this page should not be changed. For newly requested positions, the user fills out the fields as described below.

- **Emp ID** – Employee ID is unique to each employee. For newly requested employees, the user fills out this page first.

REMINDER: For newly requested positions, the **Emp ID** must be created first on the **Pos Emp** page, then the user can fill out **Pos Info** and the other pages. For newly requested positions, use agency number followed by 'VAC' followed by a four digit unique number (ex. 34VAC0001 and 280VAC0001). For newly requested positions, the **Emp ID** and **Pos No** can be the same. Don't forget to tie the newly requested position to a change package.

POSITION DETAIL DATA

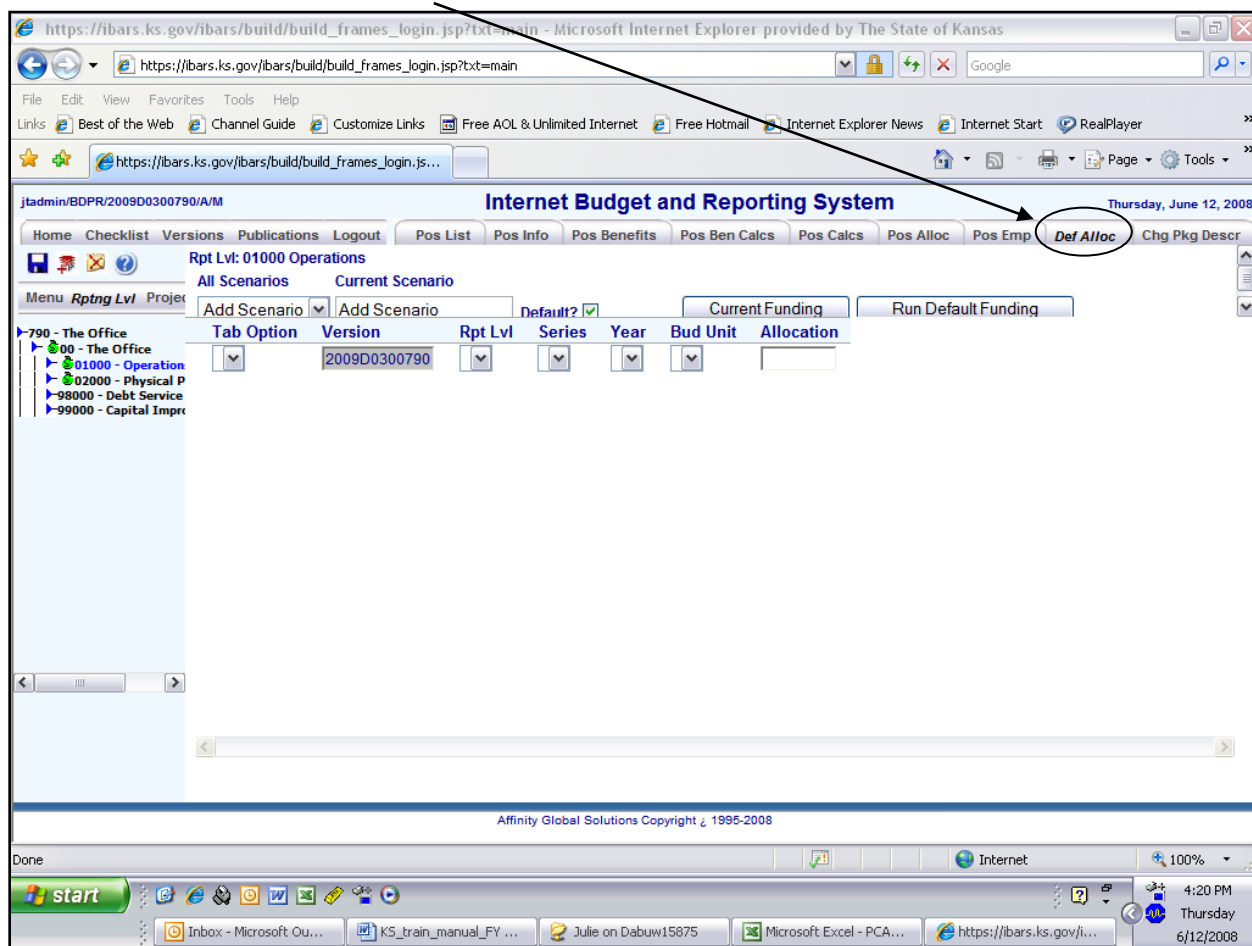
Pos Emp Page (cont.)

- **Name** – Employee's Name. If it is a newly requested position, the name can be whatever the user wishes to identify the requested position – up to 30 characters (ex. New Auditor).
- **Anniversary Date** – Not used.
- **Longevity** – Employee's hire date. This field is used to calculate longevity bonus.
- **Emp_date2 and Emp_date3** – Not used.
- **New Emp Ind** – New employee indicator. This box should be checked for a newly requested employee.

REMINDER: After the user has saved a new position on the **Pos Emp** page, the screen becomes blank. The system does this so the user can add several new positions at one time.

POSITION DETAIL DATA

Def Alloc (Default Allocation) Page



The **Def Alloc** page allows the user to set a funding mix for salaries and wages without having to enter the allocation percentages for each position. The user can use the default allocation method to fund all positions in a version or all positions in a specific reporting level. Below is a description of each box and column and related function.

- **All Scenarios** – Default allocation scenarios. Used to add new scenarios or choose a scenario.
- **Current Scenario** – When adding a new scenario, type the name of the scenario in this box.
- **Default** – Put a check mark in the box of the one scenario that you want to be the default scenario.
- **Current Funding** – Click to create an allocation scenario based on the current funding used for the version selected.
- **Run Default Funding** – Click this button to run the default funding scenario.

POSITION DETAIL DATA

Def Alloc Page (cont.)

- **Tab Option** – Allocation scenarios can be done by version, reporting level, or line. Click the dropdown to select your option.
- **Version** – Will contain the name of the current version.
- **Rpt Lvl** – Click the dropdown arrow to select the reporting level.
- **Series** – Expenditure type. In this module, Series is not used because salaries is the only option.
- **Year** – Click the dropdown arrow to select the fiscal year.
- **Bud Unit** – Click the dropdown arrow to select the budget unit.
- **Allocation** – Allocation percent. Each scenario must total 1 (ex .9 + .1 = 1).

POSITION DETAIL DATA

Chg Pkg Descr (Change Package Description) Page

The screenshot displays the 'Chg Pkg Descr' page within the 'Internet Budget and Reporting System'. The page is accessed via a Microsoft Internet Explorer browser. The top navigation bar includes tabs for 'Home', 'Checklist', 'Versions', 'Publications', 'Logout', 'Pos List', 'Pos Info', 'Pos Benefits', 'Pos Ben Calcs', 'Pos Calcs', 'Pos Alloc', 'Pos Emp', 'Def Alloc', and 'Chg Pkg Descr'. The 'Chg Pkg Descr' tab is selected. The main content area shows four change package entries, each with the following fields: Group, Type, Change No, Priority No, Onetime, Print Ind, and Change Description. The first entry is for 'A Agency' with Type 'C Supplemental' and Change No '1', with a description of 'Postage' and 'additional fund for postage'. The second entry is for 'A Agency' with Type 'E Enhancement Package' and Change No '1', with a description of 'New FTE positions' and 'new auditor'. The third entry is for 'A Agency' with Type 'E Enhancement Package' and Change No '2', with a description of 'Replacement Vehicle' and 'replacement for auditor'. The fourth entry is for 'A Agency' with Type 'I Capital Improvements' and Change No '1', with a description of 'Storage Shed' and 'Storage shed for paper'. Callouts point to the 'Chg Pkg Descr' tab and the 'Change Description' field, with labels 'Title of the package' and 'Brief description of the package'.

The **Chg Pkg Descr** page allows the user to add change packages that can be used in the **Position Detail Data** module and the **Budget Request Summary** module. Below is a description of each field.

- **Group** – Identifies who is requesting the item.
- **Type** – Identifies the type of change (i.e. supplemental or enhancement).
- **Change Description** – Gives the title and brief description of the change requested. The top box is for the title and the box below is used for the brief description.
- **Change No** – The number of the package. Each group/type combination must have its own unique number (i.e. AC1, AC2, AE1, and AE2).
- **Include** – Determines if the change package is included in the budget totals the agency submits. To include, the box must have a checkmark in it. Agency reduced resource packages are not to be included in the agency's submitted version.
- **Priority No, Onetime, and Print Ind** – Not used.

POSITION DETAIL DATA

Position Detail Data – Recap

Once the user has reviewed and updated all the position information and added newly requested positions through a change package, the user can click the **Position Detail Data** module to complete. Clicking the **Position Detail Data** module to complete is done by clicking the box to the left of the “Not Complete” box on the **Checklist** page. This process takes a few minutes.

A Progress Status box will show up on the screen that shows the progress of posting the position data to the **Budget Request Summary** module.

Clicking this box will take the salaries and wages totals by object code, Department ID level, and fiscal year and post the information to the **Budget Request Summary** module.

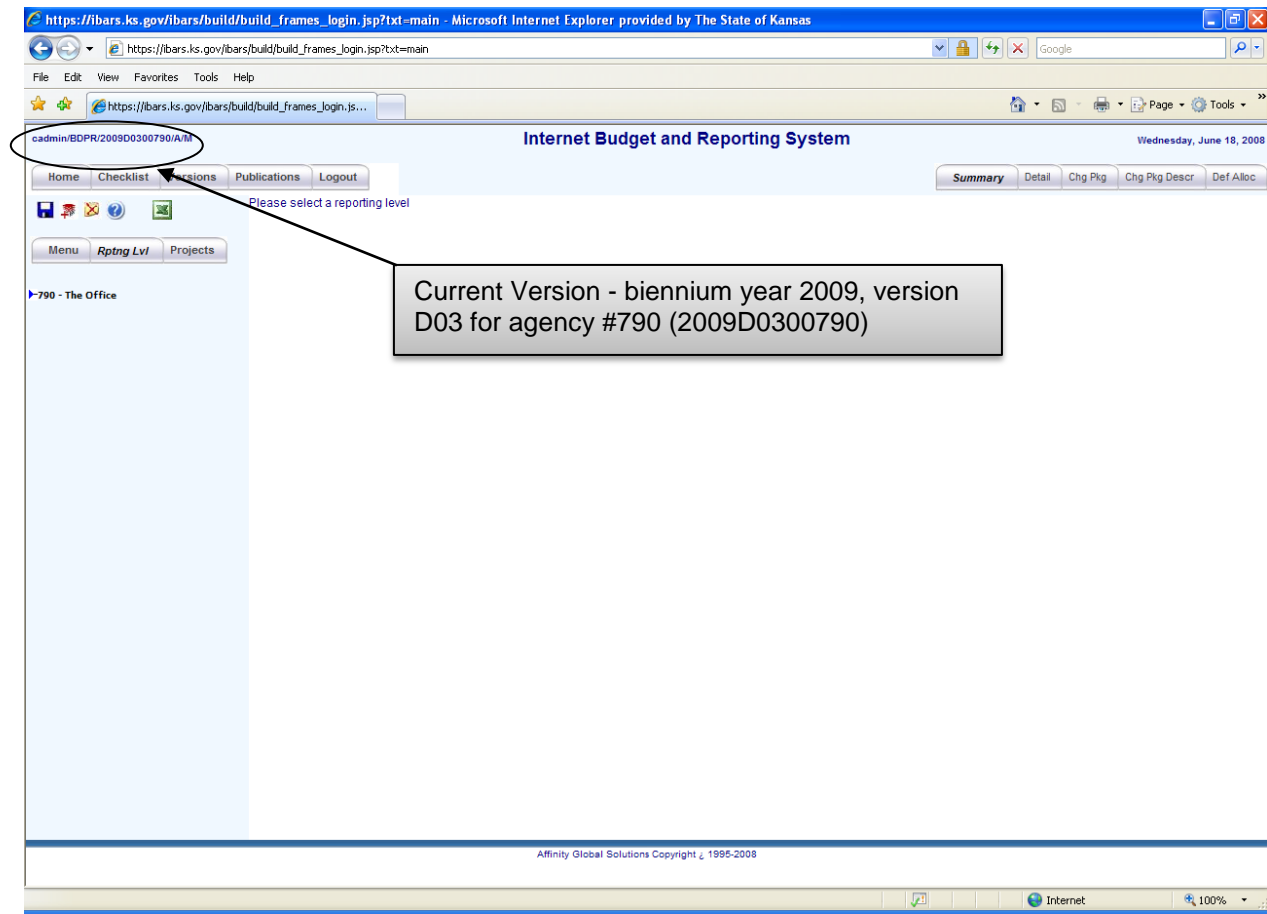
Position Detail Data Checklist:

- ✓ Review the data and make adjustments to reflect current employee status (i.e. changes in salary, medical insurance, funding source, etc.)
- ✓ Clean up the data to remove obsolete positions or to make other necessary adjustments.
- ✓ Make sure newly requested positions are attached to a change package.
- ✓ Check the **Position Detail Data** module to complete.

Appendix A on pages 81 - 87 details an example for adding a position, page 88 details an example for deleting a position, and page 92 details default allocation.

BUDGET REQUEST SUMMARY

Budget Request Summary Page – before reporting level is selected



The **Budget Request Summary** module allows the user to enter non-salary expenditure detail into the system. When the **Budget Request Summary** module is first selected, the system will prompt the user to “Please select a reporting level.” Click on the blue arrow to the left of the agency name (on the left side of the screen). Now the user will see the agency name listed twice. The user should click on the blue arrow of the second agency name to get to a Program level. The user will need to click the blue arrow next to a Program to get to a Department ID level. Click on the title of the desired Program or Department ID. Agency users will work in the Department ID level to enter budget request information.

REMINDER: Make sure the current version you’re in is the one that you wish to work in.

BUDGET REQUEST SUMMARY

Summary Page

Internet Budget and Reporting System

Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

Current reporting level

01100 Operations

Menu Rptng Lvl Projects

	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	FY 2009 Posted Payroll	FY 2009 Base Budget Entry	FY 2009 Base Budget Request	FY 2009 Agency Change Packages	FY 2009 Adjusted Budget Request
700 - The Office											
000 - The Office											
01000 - Operations											
01100 - Operations											
01200 - Scranton Branch											
02000 - Physical Plant											
98000 - Debt Service											
99000 - Capital Improvements											
1 Salaries and Wages	197,034	198,848	0	198,848	0	198,848	199,641	0	199,641	35,366	235,007
2 Contractual Services	106,639	0	120,050	120,050	0	120,050	0	129,007	129,007	0	129,007
3 Commodities	36,837	0	38,135	38,135	0	38,135	0	41,200	41,200	0	41,200
4 Capital Outlay	1,864	0	6,771	6,771	0	6,771	0	7,601	7,601	14,400	22,001
Total Expenditures	342,374	198,848	164,956	363,804	0	363,804	199,641	177,808	377,449	49,766	427,214
1000 STATE GENERAL FUND	70,892	99,424	74,325	173,749	0	173,749	99,821	74,595	174,416	17,683	192,101
2550 Party Fund	50,646	99,424	34,789	134,213	0	134,213	99,820	32,654	132,474	17,683	150,157
2999 Paper Fund	220,836	0	55,842	55,842	0	55,842	0	70,559	70,559	14,400	84,959
Total Funding	342,374	198,848	164,956	363,804	0	363,804	199,641	177,808	377,449	49,766	427,214
9000 FTE	0.00	2.00	0.00	2.00	0.00	2.00	2.00	0.00	2.00	1.00	3.00
9001 Non-FTE Unclassified Permanent	0.00	1.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00	0.00	1.00
Total Statistics	0.00	3.00	0.00	3.00	0.00	3.00	3.00	0.00	3.00	1.00	4.00

Scroll bar – the expenditure and funding descriptions remain on the left side of the screen and the columns move as the user scrolls to the right and left.

The **Summary** page allows the user to view Expenditure, Funding, and Statistics (FTE) totals by agency, Program, and Department ID levels. To get the agency **Summary**, click on the agency name on the reporting level (Program) tree. For Program and Department ID information, click on the names on the tree.

REMEMBER: When the system is opened in August, IBARS will contain the expenditure and funding for the FY 2012 Actuals. The current year (FY 2013) and budget year (FY 2014) must be entered by the agency. Biennial agencies will also be required to enter FY 2015.

To get to the **Detail** page, the user can either click on the **Detail** tab at the top right of the screen or click the **Expenditures, Funding, or Statistics** names listed (i.e. Commodities, STATE GENERAL FUND, or FTE).

REMINDER: The user can extract any **Budget Summary Request** page to Excel by clicking on the Excel icon .

BUDGET REQUEST SUMMARY

Detail Page

Internet Budget and Reporting System

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Summary **Detail** Chg Pkg Chg Pkg Descr Def Alloc

01100 Operations
Obj Type: Expenditures Series: 2 Contractual Services

Object No	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	FY 2008 Posted Funding
2001 - COMMUNICATION	18,238	0	24,400	24,400	0	24,400	
2101 - FREIGHT AND EXPRESS	0	0	50	50	0	50	
2201 - PRINTING AND ADVERTISING	6,498	0	7,011	7,011	0	7,011	
2301 - RENTS	39,254	0	43,589	43,589	0	43,589	
2701 - FEES-PROFESSIONAL SERVICES	42,651	0	45,000	45,000	0	45,000	
Total	106,639	0	120,050	120,050	0	120,050	
Total Funds	106,639	0	120,050	120,050	0	120,050	

Scroll bar

The **Detail** page allows users to enter expenditure and funding amounts in the **Base Budget Entry** columns for both the current year (CY) and budget year(s) (BY) by reporting level. The user can add lines as needed (see below).

REMINDER: Never delete rows in IBARS. Deleting rows can cause the **FY 2012 Actuals** expenditure and funding to be out of balance. The only way to fix this problem is by contacting the System Administrator in the Division of the Budget.

BUDGET REQUEST SUMMARY

Detail Page (cont.)

REMINDER: Salary and wage expenditures, funding, and FTE count for FY 2013 and FY 2014 automatically feed into the ***Budget Request Summary*** after the ***Position Detail Data*** is checked to complete. The expenditure, funding, and FTE will be in the **Posted Payroll** columns for each year.

Because the salary and wage amounts are populated from the ***Position Detail Data*** module to the **Posted Payroll** columns, users should make only minor funding changes to salaries and wages. Any funding changes are required to be made in the **Base Budget Entry** columns.

BUDGET REQUEST SUMMARY

Detail Page – Expenditure

Internet Budget and Reporting System

Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

Summary Detail Chg Pkg Chg Pkg Descr Def Alloc

01100 Operations
Obj Type* Expenditures Series* 2 Contractual Services


Menu Rptng Lvl Projects

700 - The Office
700 - The Office
01000 - Operations
01100 - Operations
01200 - Scranton Branch
02000 - Physical Plant
98000 - Debt Service
99000 - Capital Improvements

Object No	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	Posted f
2001 - COMMUNICATION	18,235	0	24,400	24,400	0	24,400	
2101 - FREIGHT AND EXPRESS	0	0	50	50	0	50	
2201 - PRINTING AND ADVERTISING	6,498	0	7,011	7,011	0	7,011	
2301 - RENTS	39,254	0	43,589	43,589	0	43,589	
2701 - FEES- PROFESSIONAL SERVICES	42,651	0	45,000	45,000	0	45,000	
Total	106,639	0	120,050	120,050	0	120,050	
Total Funds	106,639	0	120,050	120,050	0	120,050	

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➤ Expenditure Data Entry

The user will select **Expenditure** from the **Obj Type*** dropdown menu. Next, the user will choose a **Series*** from the dropdown menu (i.e. Contractual Services and Commodities). The user can then enter amounts for the CY and BY and add **Object** **No** rows as needed by clicking the add icon . After the user has saved the entries, the **Total** row at the bottom of the screen will sum all the expenditures in columns (the user may have to scroll down to see the **Total** row).

REMINDER: Make sure the **Total** matches the **Total Funds** for each column. If they match, the user is in balance for that expenditure **Series***. If they are not in balance, the user must determine how to fix the imbalance.

Don't forget to enter the Shrinkage amounts by reporting level. Shrinkage must be entered as a negative number (ex. -30156) in the appropriate expenditure series.

BUDGET REQUEST SUMMARY

Detail Page – Funds

admin/BDPR/200900300790/AM

Internet Budget and Reporting System

Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

Summary Detail Chg Pkg Chg Pkg Descr Def Alloc

Menu Rptng Lvl Projects

01100 Operations

Obj Type Funds

Series

Obj Type (Exp) 2 Contractual Services

Please select the Series value from the above drop down.

790 - The Office

- 00 - The Office
 - 01000 - Operations
 - 01100 - Operations
 - 01200 - Scranton Branch
 - 02000 - Physical Plant
 - 98000 - Debt Service
 - 99000 - Capital Improvements

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For funding, the user is instructed to “Please select the Series value (fund) from the above drop down.” The user selects the **Series*** (Fund) from the dropdown menu. The user will also select the **Obj Type (Exp)*** from the dropdown menu.

Remember: Because the salary and wage amounts are populated from the **Position Detail Data**, users should make only minor funding changes to salaries and wages. Any funding changes should be made in the **FY 2013** and **FY 2014 Base Budget Entry** columns as they cannot be made to the posted payroll columns.

BUDGET REQUEST SUMMARY

Detail Page – Funds (cont.)

Internet Budget and Reporting System

Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

Summary Detail Chg Pkg Chg Pkg Descr Def Alloc

01100 Operations


Obj Type* Funds Series* 1000 STATE GENERAL FUND

Obj Type (Exp)* 2 Contractual Services

Bud Unit	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	FY 2009 Posted Payroll	FY 2009 Budget Entry
01100 Operations	58,692	0	62,345	62,345	0	62,345	0	62,345
Total	58,692	0	62,345	62,345	0	62,345	0	62,345
Total Expenditures	106,639	0	120,050	120,050	0	120,050	0	120,050
Total Funds	106,639	0	120,050	120,050	0	120,050	0	120,050

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➤ Funds Data Entry

After the correct **Series*** and **Obj Type (Exp)*** are chosen, the user can then enter amounts for the CY and BY and add **Bud Unit** rows as needed by clicking on the add icon . After the user has saved the entries, the **Total** and **Total Funds** rows at the bottom of the screen will sum all the funding entries in that column (the user may have to scroll down to see the **Total** rows).

REMINDER: The **Total** row is the total funding for that selected **Series*** (fund) and **Obj Type (Exp)***. The **Total Funds** row is the total of all **Series*** (funds) for that **Obj Type (Exp)***.

BUDGET REQUEST SUMMARY

Detail Page – Funds (cont.)

REMINDER: Make sure the **Total Expenditures** matches the **Total Funds** for each column. If they match, the user is in balance for that **Obj Type (Exp)***. If they are not in balance, the user must determine how to fix the imbalance.

Don't forget to enter the Shrinkage amounts. Shrinkage for the FY 2013 and FY 2014 Base Budget Entry columns must be entered as a negative number (ex. - 30156).

BUDGET REQUEST SUMMARY

Detail Page – Statistics (FTE information)

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Obj Type' dropdown menu is set to 'Statistic', and the 'Series' dropdown is set to '9000 FTE'. The table below displays budget data for FY 2007, FY 2008, and FY 2009.

Object No	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	FY 2009 Posted Payroll	FY 2009 Base Budget Entry
9000 - FTE	2.00	2.00	.00	2.00	.00	2.00	2.00	.00
Total	2	2	0	2	0	2	2	0

The user will first select **Statistic** from the **Obj Type*** dropdown menu. The user can then select from two items in the **Series*** dropdown. The user can select either **9000 FTE** or **9001 Non-FTE Unclassified Permanent**. If the **Position Detail Data** module is checked to complete, the user should not have to enter anything on this page because the FTE count will be calculated and posted from the **Position Detail Data** module into the **FY 2013** and **FY 2014 Posted Payroll** columns. If the FTE count is not correct, go back to the **Position Detail Data** module and make sure the **Pryll Ind** on the **Pos Info** screen is **Y Yes** for all positions that should be counted as an FTE or **N No** for positions that should not be counted as an FTE.

REMINDER: For the actual year's FTE, make sure the FTE count by Program is in the written narrative submitted to DOB and Legislative Research. DOB will enter the actual FTE data.

BUDGET REQUEST SUMMARY

Chg Pkg (Change Package) Page

Internet Budget and Reporting System

Wednesday, June 18, 2008

admin/BOPR/20080300790/A/M

Home Checklist Versions Publications Logout

Summary Detail **Chg Pkg** Chg Pkg Descr Def Alloc

01100 Operations

Obj Type: Expenditures Series: 2 Contractual Services

Menu Rptng Lvl Projects

790 - The Office

- 0100 - The Office
 - 01100 - Operations
 - 01200 - Scranton Branch
 - 02000 - Physical Plant
 - 09000 - Debt Service
 - 99000 - Capital Improvements

Change Package	Object No	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Total				0	0
Total Funds				0	0

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The **Chg Pkg** page will allow users to add change package amounts to the agency's base budget request for the current year (CY) and budget year (BY). The user must create change package descriptions in the **Chg Pkg Descr** page before the actual expenditure and funding amounts can be entered. Once the user has put the agency's base budget request in the **Detail** page, then the user can add supplemental change packages for the CY and enhancement change packages for the BY.

Agencies use change packages to request incremental changes to the CY approved budget and the BY allocated budget. This would include requests for vehicles, additional appropriated funds, and major changes to programs. The change package reflects incremental expenditures and personnel requirements, as well as the method of financing the request.

REMEMBER: New position requests are added in the **Position Detail Data** module. After the **Position Detail Data** module is checked to complete, the salary and wage expenditures and funding amounts along with the FTE count entered for the position will be posted in the **Chg Pkg** page.



BUDGET REQUEST SUMMARY

Chg Pkg Page – Expenditure

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Obj Type' dropdown menu is set to 'Expenditures', and the 'Series' dropdown is set to '2 Contractual Services'. The table below has the following structure:

Change Package	Object No	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Total				0	0
Total Funds				0	0

➤ Expenditure Data Entry

The user selects **Expenditures** from the **Obj Type*** dropdown menu. Next, the user chooses a **Series*** from the dropdown menu (i.e. Contractual Services and Commodities, also known as record class). If it is the first change package for this expenditure series, then the user should not have to click the add icon  because there should be one blank row. Otherwise, click the add icon  to insert a change package expenditure row. Below is a description of each column and its function.

- **Change Package** – The group, type, number, and description of the change package. Click the drop down arrow and select.
- **Obj No** – The object number for the expenditure. Click the drop down arrow to select.
- **Include Ind** box – This is checked if the user wishes to include the change package amounts in the total budget request.
- **Onetime Ind** box – Not used.
- **FY 20XX Agency Change Packages** – The user enters change package expenditure amounts in these boxes.



BUDGET REQUEST SUMMARY

Chg Pkg Page – Fund

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Chg Pkg' tab is selected. The 'Obj Type' is set to 'Funds' and the 'Series' is '1000 STATE GENERAL FUND'. The 'Obj Type (Exp)' is set to '2 Contractual Services'. The table below shows the following data:

Change Package	Bud Unit	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Total				0	0
Total Expenditures				0	0
Total Funds				0	0

➤ Funds Data Entry

After the correct **Series*** and **Obj Type (Exp)*** are chosen, the user can then enter the change packages. If it is the first change package for this fund series, then the user should not have to click the add icon  because there should be one blank row. Otherwise, click the add icon  to insert a change package funding row. Below is a description of each column and its function.

- **Change Package** – The group, type, number, and description of the change package. Click the drop down arrow and select.
- **Bud Unit** – The budget unit of the fund. Click the drop down arrow and select.
- **Include Ind** box – This is checked if the user wishes to include the change package amounts in the total budget request.
- **Onetime Ind** box – Not used.

BUDGET REQUEST SUMMARY

Chg Pkg Page (cont.)

- **FY 20XX Agency Change Packages** – The user enters change package funding amounts in these boxes.

REMINDER: Make sure the **Total Expenditures** match the **Total Funds** for each column. If they match, the user is in balance for that **Obj Type (Exp)***. If they are not in balance, the user must determine how to fix the imbalance.

REMINDER: If the user wants to use a new fund or a new budget unit with a change package that currently is not within the chart of accounts, then the user must contact the system administrator to create it.

BUDGET REQUEST SUMMARY

Chg Pkg Page – Statistics

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Obj Type' dropdown is set to 'Statistic' and the 'Series' dropdown is set to '9001 Non-FTE Unclassified Permanent'. The table below shows the 'FY 2008 Agency Change Packages' and 'FY 2009 Agency Change Packages' columns, both with a value of 0.

Change Package	Object No	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Total				0	0

The user first selects **Statistic** from the **Obj Type*** dropdown menu. The user can then select one of two items from the **Series*** dropdown. The user can select either **9000 FTE** or **9001 Non-FTE Unclassified Permanent**. If the **Position Detail Data** module is checked to complete and the user has attached newly requested positions to a change package, the user should not have to enter anything on this page because the FTE count will be calculated and posted from the **Position Detail Data** module into the **FY 20XX Agency Change Packages** columns. If the FTE count is not correct, go back to the **Position Detail Data** module and make sure that any newly requested position is tied to a change package (**Bud Chg**) and the **Pryll Ind** on the **Pos Info** page is **Y Yes** for those positions that should be counted as an FTE or **N No** for those positions that should not be counted as an FTE.

BUDGET REQUEST SUMMARY

Chg Pkg Descr (Change Package Description) Page

The screenshot shows the 'Chg Pkg Descr' page in the 'Internet Budget and Reporting System'. The page has a navigation bar with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A sidebar on the left shows a tree view of the system structure. The main content area displays a list of change packages. Each package has a 'Group' (e.g., 'A Agency'), a 'Type' (e.g., 'C Supplemental', 'E Enhancement Package', 'I Capital Improvements'), a 'Change No' (e.g., '1', '2'), a 'Priority No', and a 'Change Description' field. The 'Change Description' field is divided into two parts: a top box for the title and a bottom box for the brief description. Callouts point to the 'Chg Pkg Descr' tab and the 'Change Description' field, with labels 'Title of the package' and 'Brief description of the package'.

Group	Type	Change No	Priority No	Change Description
A Agency	C Supplemental	1		Postage additional fund for postage
A Agency	E Enhancement Package	1		New FTE positions new auditor
A Agency	E Enhancement Package	2		Replacement Vehicle replacement for auditor
A Agency	I Capital Improvements	1		Storage Shed Storage shed for paper

The **Chg Pkg Descr** page allows the user to add change packages that can be used in the **Position Detail Data** module and the **Budget Request Summary** module. Below is a description of each field.

- **Group** – Identifies who is requesting the item.
- **Type** – Identifies the type of change (i.e. supplemental or enhancement).
- **Change Description** – Gives the title and brief description of the change requested. The top box is for the title and the box below is used for the brief description.
- **Change No** – The number of the package. Each group type combination must have its own unique number (i.e. AC1, AC2, AE1, and AE2).

BUDGET REQUEST SUMMARY

Chg Pkg Descr Page (cont.)

- **Include** – Determines if the change package is included in the budget totals the agency submits. To include, the box must have a checkmark in it. Agency reduced resource packages are not to be included (no checkmark) in the agency's submitted version.
- **Priority No** – Not used.
- **Onetime** – Not used.
- **Print Ind** – Not used.

For agencies, change packages are used to request supplementals in the CY, enhancements in the BY, or reduced resources in the BY. DOB uses change packages for DOB changes, Governor changes, and Legislative changes to the agencies' Base Budget Request. Agencies use change packages to request incremental changes to the CY approved budget and the BY allocated budget. This would include requests for vehicles, additional appropriated funds, and major changes to programs. The change package reflects incremental expenditures and personnel requirements, as well as the method of financing for the request.

REMINDER: Reduced resource packages are not to be included (no checkmark next to **Include**) in the agency's submitted version.

REMINDER: Newly requested positions should be completed in the **Position Detail Data** module by tying to a change package (**Bud Chg**) on the **Pos Info** page.

BUDGET REQUEST SUMMARY

Def Alloc (Default Allocation) Page

The screenshot shows the 'Def Alloc' page in the Internet Budget and Reporting System. The page is accessed via a Microsoft Internet Explorer browser. The main content area is titled 'Internet Budget and Reporting System' and displays the date 'Wednesday, June 18, 2008'. The page features a navigation bar with links to 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A sidebar on the left provides a hierarchical view of the budget structure, including '700 - The Office', '01000 - Operations', '01100 - Operations', '01200 - Scranton Branch', '02000 - Physical Plant', '98000 - Debt Service', and '99000 - Capital Improvements'. The main content area includes a 'Menu' tab, a 'Rptng Lvl' dropdown, and a 'Projects' button. The 'All Scenarios' section has an 'Add Scenario' dropdown. The 'Current Scenario' section has a text box for 'Add Scenario'. The 'Default?' section has a checked checkbox. The 'Screen Mode' section has radio buttons for 'Default Alloc' (selected) and 'Current Alloc'. The 'Run' button is present. The 'Post Object' section has a dropdown and a '1 to 1' checkbox. The 'Post Method' section has a dropdown. The 'Source Column(s)' and 'Post Column(s)' sections have dropdowns. The footer shows 'Affinity Global Solutions Copyright © 1995-2008'.


The **Def Alloc** page allows the user to set a funding mix for expenditures without having to enter the allocations for each fund. The user can use the default allocation method to fund all expenditures in a version or in a specific reporting level, or to fund all expenditures in a specific expenditure type or object code. Below is a description of each box and column and related function.

- **All Scenarios** – Default allocation scenarios. Use to add new scenarios or choose a scenario.
- **Current Scenario** – When adding a new scenario, type the name of the scenario in this box.
- **Default** – Put a check mark in the box of the one scenario that you want to be the default scenario.
- **Screen Mode** – Leave on Default Alloc.
- **Run** – Click to run the chosen default allocation scenario.

BUDGET REQUEST SUMMARY

Def Alloc Page (cont.)

- **Source Object** – Click the dropdown arrow and select “expenditures.”
- **Post Object** – Click the dropdown arrow and select “funds.”
- **1 to 1** – Make sure the box does not contain a checkmark.
- **Post Method** – Click the dropdown arrow and select “overwrite.”
- **Source Column** – The budget request column that you are default funding, should always match ‘Post Column’.
- **Post Column** – The budget request column that you are default funding, should always match ‘Source Column’.

The user will click the save icon  after the above fields are complete to save the scenario. The next page shows how to finish the funding scenario.

BUDGET REQUEST SUMMARY

Def Alloc Page (cont.)

Internet Budget and Reporting System

Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

Menu Rptng Lvl Projects

All Scenarios: Operating Funding 1

Current Scenario: Operating Funding 1

Screen Mode: ☒ Default Alloc ☐ Current Alloc

Source Object: Expenditures

Post Object: Funds

Post Method: Overwrite

Source Column(s): FY 2009 Base Budget Entry

Post Column(s): FY 2009 Base Budget Entry

Tab Option	Version	Rpt Lvl	Series	Obj	Bud Unit	Allocation
	2009A0200790					

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- **Tab Option** – Click the dropdown arrow to select one of the following: version, reporting level, object, or line.
- **Version** – Contains the name of the current version.
- **Rpt Lvl** – Click the dropdown arrow to select a reporting level.
- **Series** – Click the dropdown arrow to select an expenditure type (Contractual Services, Commodities, etc.).
- **Object** – Click the dropdown arrow to select a specific expenditure object code (2010—Postage, 3320—Fuel Oil, etc.).
- **Bud Unit** – Click the dropdown arrow to select a budget unit.
- **Allocation** – Allocation percent. Each scenario must total 1 (ex .9 + .1 = 1).

BUDGET REQUEST SUMMARY

Budget Request Summary – Recap

Once the user has entered all the expenditures and funding by reporting level, including change packages, the user can click the ***Budget Request Summary*** module to complete. Clicking the ***Budget Request Summary*** module to complete is done by clicking the box to the left of the “Not Complete” on the ***Checklist*** page. This process takes a few minutes.

A Progress Status box will appear on the screen that shows the progress of posting the expenditures and funding to the ***Special Fund Balance*** module.

If the ***Budget Request Summary*** module is not in balance, then the user is instructed to run the **Budget Validation** report, which is found under **Publications – Standard reports**. This report will assist the user in finding the error in order to correct it. The ***Budget Request Summary*** module cannot be checked to complete until the budget is in balance.

Once the user has checked the ***Budget Request Summary*** module to complete, the user can run reports to assist with entering data in the ***Special Fund Balance*** module.

REMINDER: When entering a dollar amount, do not use special characters such as “\$”, or “,”, or cents. Budget only in rounded dollars.

BUDGET REQUEST SUMMARY

Budget Request Summary – Recap (cont.)

Budget Request Summary Checklist:

- ✓ Enter base budget expenditures and funding in **FY 20XX Base Budget Entry** columns by Department ID level.
- ✓ Enter expenditures and funding for **Shrinkage**. **Shrinkage** should be entered in as a negative number in the **FY 20XX Base Budget Entry** columns.
- ✓ Make sure Official Hospitality is budgeted.
- ✓ Enter expenditures and funding for **FY 20XX Agency Change Packages** columns.
- ✓ Make sure for the CY and BY that Non-Expense expenditures are not funded with appropriated funds, such as the State General Fund.
- ✓ Make sure that expenditure object codes 1780 and 1990 are not budgeted in either the CY and BY.
- ✓ Make sure reduced resource change packages are entered, but turned off (i.e. Include box not checked).
- ✓ Provide DOB and Legislative analysts with the FTE count for the FY 20XX Actuals column by Program.
- ✓ Check the ***Budget Request Summary*** module to complete.

Appendix B on pages 94-97 details an example for adding expenditures and funding for the base budget. Pages 98-101 detail an example for adding expenditures and funding for a change package. Pages 102-103 detail an example for default funding by reporting level.

SPECIAL FUND BALANCE

Special Fund Balance – Overview

Internet Budget and Reporting System

Agency: 00083 Kansas Bureau of Investigation
 Bud Unit Type: Special Revenue Funds
 Display Only Active Bud Units: ☒

Bud Unit	07 Actuals	08 Agency Expenditures	08 Balance	09 Agency Expenditures	09 Balance
2010 RECORD CHECK FEE FUND	2,434,285	2,021,079	357,912	2,158,321	-218,534
2020 SPECIAL ASSET FORFEITURE-OTHER	60,116	0	-2,176	0	0
2050 KBI MOTOR VEHICLE FUND	277,213	243,325	-243,325	0	0
2100 PRIVATE DETECTIVE FEE FUND	241,566	53,148	95,677	52,488	104,487
2610 FORENSIC LAB & MAT FEES-LABORATORY	1,624,722	1,800,096	-305,236	1,726,238	-228,367
2620 FORENSIC LAB & MAT-DRIVER LICENSE R	396,892	395,000	4,902	398,603	-1,712
2700 DNA DATABASE FUND	4,341	0	0	0	0
4020 GENERAL FEES FUND-CRIME PREVENTION	122,403	0	-120,900	0	0
4030 GENERAL FEES-CONVERSION OF MATER &	154	0	1	0	0
4060 GENERAL FEES FUND-EVIDENCE PURCHASE	5,659	0	0	0	0
4070 GENERAL FEES FUND-DRUG TAX STAMP	49,778	5,174	120,255	0	0
4100 GENERAL FEES FUND-GIFTS AND GRANTS	129,368	133,514	119,605	124,510	-5,617
4110 GENERAL FEES FUND-MISC FEES & RECOV	750	0	0	0	0
4200 FEDERAL FORFEITURE FUND	40,698	53,712	-8,712	61,299	-9,299
Total	5,387,945	4,705,048	18,003	4,521,459	(359,042)

The **Special Fund Balance** module is where the user enters the estimates of revenue that finance the agency's budget request. Some users may find it helpful to fill out and check to complete the **Position Detail Data** and **Budget Request Summary** modules before filling out the **Special Fund Balance** module. This allows the user to have the actual amount of expenditures posted in this module, thus telling the user how much revenue is required in order to finance the requested budget.

REMEMBER: The **Position Detail Data** module posts to the **Budget Request Summary** module and the **Budget Request Summary** module posts to the **Special Fund Balance** module.

However, other users may find it helpful to fill out the **Special Fund Balance** module first. Then the user knows how much funding it has to support the budget request.

SPECIAL FUND BALANCE

Special Fund Balance – Overview (cont.)

No matter when the **Special Fund Balance** module is filled out, it is like a checkbook. For any one fund, the maximum amount that an agency should spend should equal the amount available in the fund. Year-end fund balances should never be negative (some federal funds may be an exception).

The **Special Fund Balance** module will already have the FY 2012 actual revenues; the FY 2013 appropriated, reappropriated, and lapsed amounts; and any amounts deducted for the 27th payroll. These amounts should not be adjusted. If the user believes that any of these amounts are incorrect, the user should contact his or her DOB analyst. The agency will have to enter the FY 2014 appropriation amounts (allocation amounts from DOB).

REMINDER: Do not include any supplemental or enhancement amounts related to change packages in the **Special Fund Balance** module. The **Special Fund Balance** module is used only for the approved and allocated resources budget.

After the user has entered all the revenue estimates, the user should run the **404 or 404 Aggregate** report to determine the ending balance of each budget unit. If the ending balance in the CY or BY is negative, the user must either decrease expenditures or increase revenues.

SPECIAL FUND BALANCE

Special Fund Balance – Summary Page

Internet Budget and Reporting System

Agency: 00083 Kansas Bureau of Investigation
 Bud Unit Type: Special Revenue Funds Display Only Active Bud Units ☒

Bud Unit	07 Actuals	08 Agency Expenditures	08 Balance	09 Agency Expenditures	09 Balance
2010 RECORD CHECK FEE FUND	2,434,285	2,021,079	357,912	2,158,321	-218,534
2020 SPECIAL ASSET FORFEITURE-OTHER	60,116	0	-2,176	0	0
2050 KBI MOTOR VEHICLE FUND	277,213	243,325	-243,325	0	0
2100 PRIVATE DETECTIVE FEE FUND	241,566	53,148	95,677	52,488	104,487
2610 FORENSIC LAB & MAT FEES-LABORATORY	1,624,722	1,800,096	-305,236	1,726,238	-228,367
2620 FORENSIC LAB & MAT-DRIVER LICENSE R	396,892	395,000	4,902	398,603	-1,712
2700 DNA DATABASE FUND	4,341	0	0	0	0
4020 GENERAL FEES FUND-CRIME PREVENTION	122,403	0	-120,900	0	0
4030 GENERAL FEES-CONVERSION OF MATER &	154	0	1	0	0
4060 GENERAL FEES FUND-EVIDENCE PURCHASE	5,659	0	0	0	0
4070 GENERAL FEES FUND-DRUG TAX STAMP	49,778	5,174	120,255	0	0
4100 GENERAL FEES FUND-GIFTS AND GRANTS	129,368	133,514	119,605	124,510	-5,617
4110 GENERAL FEES FUND-MISC FEES & RECOV	750	0	0	0	0
4200 FEDERAL FORFEITURE FUND	40,698	53,712	-8,712	61,299	-9,299
Total	5,387,945	4,705,048	18,003	4,521,459	(359,042)

The **Summary** page allows the user to view a selected **Fund Type*** and the budget units in the selected **Fund Type***. Described below are all the dropdown menus, boxes, and columns.

- **Bud Unit Type*** - The type of fund (i.e. State General Fund, Special Revenue Funds, Federal Funds, EDIF, etc.). Click the dropdown and select from the menu.
- **Display Only Active Bud Units** box – When checked, the budget units with existing revenue activity will be displayed in the **Bud Unit** column. If the user does not see a budget unit in the list, uncheck the box and it will likely appear.
- **Bud Unit** – List of budget units for the selected **Bud Unit Type*** for the agency.
- **XX Actuals** – Actual revenues for the actual year by budget unit.

SPECIAL FUND BALANCE

Special Fund Balance – Summary Page (cont.)

- **XX Agency Expenditures** – Expenditures entered in the ***Budget Request Summary*** module for each budget unit for each year. This will post after the ***Budget Request Summary*** module is checked to complete.
- **XX Balance** – Difference between the **XX Agency Expenditures** and the revenue estimates entered in the **Detail** page for each budget unit for each year.
- **Total** row – The sum of each column.

SPECIAL FUND BALANCE

Special Fund Balance – Detail Page

Internet Budget and Reporting System

Version 2009A0300083
Agency 00083 Kansas Bureau of Investigation

Bud Unit Type* Special Revenue Funds Bud Unit* 2010 RECORD CHECK FEE FUND

Current Agency Transaction Obj	07 Actuals	08 Agency Revenue	09 Agency Revenue
R0007 CASH FORWARD	494,497	439,204	0
R2099 OTHER SERVICE CHAR	1,939,788	1,939,787	1,939,787
Total	2,434,285	2,378,991	1,939,787

The **Detail** page allows the user to enter revenue estimates for the CY and BY for each budget unit. The user must select a **Bud Unit Type*** and then each **Bud Unit*** (budget unit) within each type to enter the estimates. Below is a description of each dropdown and column.

- **Bud Unit Type*** – The type of fund (i.e. State General Fund, Special Revenue Funds, Federal Funds, EDIF, etc.). Click the dropdown and select from the menu.
- **Bud Unit *** – The budget units that are within the selected **Bud Unit Type***. Select a budget unit from the dropdown menu.
- **Current Agency Transaction Obj** – The revenue object code and description of the revenue object code. Click the dropdown and select an object

SPECIAL FUND BALANCE

Special Fund Balance – Detail Page (cont.)

code/description. Rows can be added as needed by clicking the add icon 

- **XX Actuals** – The actual revenue amounts as downloaded from SMART. The user cannot change these amounts. If the user believes any of these amounts are incorrect, the user should contact his or her DOB analyst.
- **XX Agency Revenue** – The agency enters its revenue estimates in these columns for each **Bud Unit Type*** and **Bud Unit***. Appropriated, reappropriated, lapsed, or 27th payroll information for the CY should not be changed.
- **Total** row – The sum of each column.

SPECIAL FUND BALANCE

Special Fund Balance – Recap

If the user desires, the **Position Detail Data** and **Budget Request Summary** modules can be checked to complete. This will post the expenditures into the **Special Fund Balance** module and may be helpful.

The user enters the agency revenue estimates for each relevant **Bud Unit Type*** and **Bud Unit *** (budget unit).

Special Fund Balance Checklist:

- ✓ FY 2012 Actual revenues; FY 2013 appropriated, reappropriated, and lapse amounts; and any amounts deducted for the 27th payroll will already be in the system. This information is generated from the SMART system and should not be changed.
- ✓ Enter all revenue estimates for each **Bud Unit*** used in the **Budget Request Summary** module, including the FY 2014 appropriation amounts (allocation amounts from DOB).
- ✓ Do not include any supplemental or enhancement amounts related to change packages in the **Special Fund Balance** module. The **Special Fund Balance** module is used only for the approved and allocated resources budget.
- ✓ Run the **404** or **404Agg** report to review each budget unit's expenditure and funding.
- ✓ Make sure no **Bud Unit** has a negative **Balance Forward** by running a **404 Aggregate** report.
- ✓ Click the **Special Fund Balance** module to complete on the **Checklist** page.

Appendix C on page 104-106 details an example for entering CY and BY revenue estimates.

REPORTS

Running Reports

Reports are used to assist the user in preparing the agency's budget. They can summarize expenditure, funding, and FTE information. The next pages will briefly describe each report available.

The following are the basic steps to running any report.

1. Click on the **Publications** tab at the top left of the screen.
2. Choose either **STANDARD** or **CUSTOM** from the **Select*** dropdown menu.
3. Click on the **Report ID** name of the desired report. When the user's mouse is on the **Report ID** name, the name will become underlined. Once the Report ID name is underlined, left click the mouse to select the report.
4. The report options window then comes up and the user can select several items such as reporting levels (Programs) and FY columns.
5. Select how the data are returned for viewing (HTML, PDF, and CSV).
6. Click 'OK' to generate the report.

TIP: When reports are run, they are generated in a different window and not attached to the same window as IBARS. Therefore, the user can run a report and keep it open and also be working in the different modules within IBARS. **Example:** If the user needs to run the **Budget Validation (SR06)** report to find and fix imbalances in the **Budget Request Summary** module, the user can have the SR06 report window open and fix the imbalances at the same time.

REPORTS

List of Reports

STANDARD:

SR01 – Reporting Levels. Lists reporting levels for the agency and other details.

SR04 – Change Package Summary. Shows the user the expenditure and funding for each change package.

SR05 – Budget Request Summary—Reporting Level. This can be run as an SR05, SR05A, or SR05S, which are described on pages 68 and 69. This report shows expenditure and funding for the entire agency, Program, or Department.

SR06 – Budget Validation. This report is run if the agency is out of balance in the ***Budget Request Summary*** module. A budget version cannot be submitted when it is out of balance.

SR13 – Personal Services Budget. Summarizes position information including position, year, class code, new position, FTE, alloc %, fund, base salary, base fringe, and lump sum.

SR14 – Position Detail. Details each position's information and totals salaries and benefits by reporting level.

REPORTS

List of Reports (cont.)

CUSTOM:

DA 412 – This report gives totals for each Class Code in the position module. It breaks them down by major Position Type Code (regular classified, regular unclassified, etc.) The report also gives total fringe benefit amounts and total salary and wage expenditures.

404 – This report shows the revenue object code totals, the expenditure totals, and the balance forward for each budget unit (account).

404 Agg – This report shows the revenue object code totals, the expenditure total, and the balance forward for each fund. The user selects a Line Id* (Fund). Next the user selects one or multiple Fund No* (budget units).

406/410 & 406/410S – These reports show each major expenditure group amount. The 406/410S details each expenditure group's funding by budget unit and shows each total by fund/budget unit. This report can be run as an agency total or by an individual Program total.

DA 402 – This report gives total expenditures by Program and by fund.

CHGPKG – Change Package Report. This report shows the expenditure, funding, and FTE for each change package.

SR FUND – This report summarizes each expenditure series (salaries and wages, commodities, etc.) by each fund/budget unit for each Program.

REPORTS

Running Reports with Options

The following are the options on an **SR05**. Many reports will have some of the same options. A brief description of the primary options is given below.

The screenshot displays the IBARS web application in a Windows Internet Explorer browser. The page title is "Internet Budget and Reporting System" and the date is "Friday, May 04, 2012". The user is logged in as "byadmin/ksprod/2013J0100177/A/M". The left sidebar contains navigation links: Home, Checklist, Versions, Publications, Logout, Menu, Rptng Lvl, and Projects. The main content area shows the configuration for a "Budget Request Summary - Reporting Level - SR05" report. The options include: Report Name (Budget Request Summary - Reporting Level - SR05), Edit Profile Name (Reporting Level - SR05), Report Title (Budget Request Summary - Reporti), Version (2013-J-01-00177), Admin (checkbox), Agency (checkbox), Series (checkbox), Include Rows with \$0 (checkbox), Code Type Rollup (checkbox), Sub Schedule (dropdown), Reporting Level (dropdown), Reporting Level Sort (dropdown), Sort1 (dropdown), Column 2 (FY 2011 Actuals), Column 3 (FY 2012 Posted Payroll), Column 4 (FY 2012 Base Budget Entry), Column 5 (FY 2012 Base Budget Request), Column 6 (FY 2012 Agency Change Packages), Column 7 (FY 2012 DOB Change Packages), Code 1 (0 (All)), Code 2 (0 (All)), and Output Type (HTML, PDF, Standard CSV). The footer indicates "Ministry Global Solutions Copyright © 1995-2012" and "Build: 1335502800 DB Build: 1335502800".

Agency* – This allows the user to run the report as an entire agency, such as an SR05A. The report will show individual Department ID totals, expenditure series totals for the entire agency or Program (or Department ID), fund totals for the entire agency or Program (or Department ID), and FTE totals for the entire agency or Program (or Department ID).

Series* – This allows the user to run the report for all the agency's Department IDs with expenditure and funding, like an SR05S. The report shows every expenditure object code, every fund, and FTE by each Department ID.

REPORTS

Running Reports with Options (cont.)

Code Type Rollup* – This gives the user the option to choose Programs rather than Department IDs in the Reporting Level* dropdown menu. This report can be run as either an Agency* or Series* report.

Sub Schedule* – Not used.

Project* – Not used

Reporting Level* – The dropdown allows the user to select just one Department ID or Program. This report can be run as either an Agency* or Series* report.

Reporting Level Sort – This dropdown menu allows the user to run the report based on Division (agency), Program, or Department ID levels.

Column 2–7* – This allows the user to select which columns to place on the report. The columns that are available are as follows: FY 20XX Actuals, FY 20XX Posted Payroll, FY 20XX Base Budget Entry, FY 20XX Base Budget Request, FY 20XX Agency Change Packages, FY 20XX Adjusted Budget Request, and other columns depending on the version selected.

Code 1* – This allows the user to select from the dropdown menu either Budgetary or non-Budgetary data.

Code2* – Not used.



Output Type* – The user can choose which form to have the report produced. The options are HTML, PDF, and CSV (which is a format Excel accepts). If you wish to print the report, DOB recommends PDF. For viewing choose, either HTML or PDF.

REPORTS

Saving Reports Profiles

Saving a report profile allows the user to create a profile that saves a report with the same column options. The user can create a report profile if a certain report is run often with the same columns. Saving report profiles can be done with any report.

To save a new report profile:

1. Go to the **Publications** tab and select a report.
2. If saving an **SR05** report and wish to save it as an **Agency*** or **Series*** report, the user must select this option first.
3. Click the add icon .
4. Type a name for the new profile in the **Profile Edit*** box.
5. Select your report options.
6. Click the save icon  to save the new report profile. A box will pop up asking if the user wishes to save the new profile. Click OK if you wish to save and Cancel if you do not wish to save the new report profile.

Selecting a previously saved report profile:

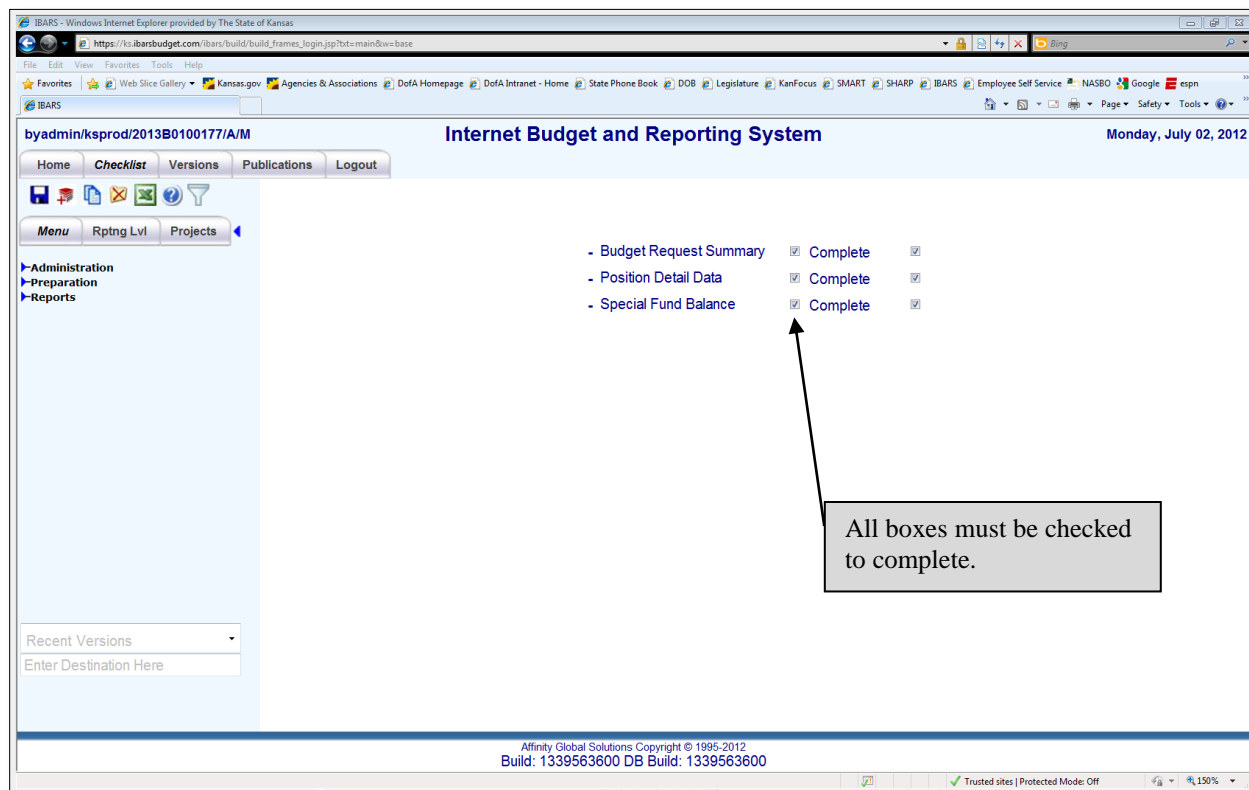
1. Go to the **Publications** tab and select a report.
2. If selecting an **SR05** saved report, the user will have to select **Agency*** or **Series*** report if it was saved with that specification.
3. Click the **Report Name*** dropdown arrow and select from the menu.

SUBMITTING THE BUDGET

Submitting the Budget Through IBARS

The user should complete the following steps before submitting the budget through IBARS.

1. Review, update, add newly requested positions through a change package, and check the **Position Detail Data** module to complete.
2. Enter the CY and BY base budget request, enter change packages, and check the **Budget Request Summary** module to complete.
3. Enter revenue estimates and check the **Special Fund Balance** module to complete. Make sure that all funds have a positive ending balance in both the CY and BY by running the 404 Aggregate report.
4. Run desired reports to assist in completing the budget. Specifically, users should run a **SR06 Budget Validation** report (under the Publications tab). This report will check to make sure expenditures and funding are in balance.



SUBMITTING THE BUDGET

Submitting the Budget Through IBARS (cont.)

Once all the steps above are complete, the user will submit the version by going to the **Versions** page and clicking **Submit** for that version. See below.

The screenshot displays the 'Internet Budget and Reporting System' interface. The 'Versions' tab is selected, showing a list of budget versions. The table includes columns for 'Copy', 'Delete', 'Submit', 'Version', 'Version Title', 'Type', 'User 1', 'User 2', 'User 3', 'Last Update', and 'Stwd Del'. An arrow points from a text box labeled 'Click on the word Submit' to the 'Submit' link in the row for version 2009A0300790.

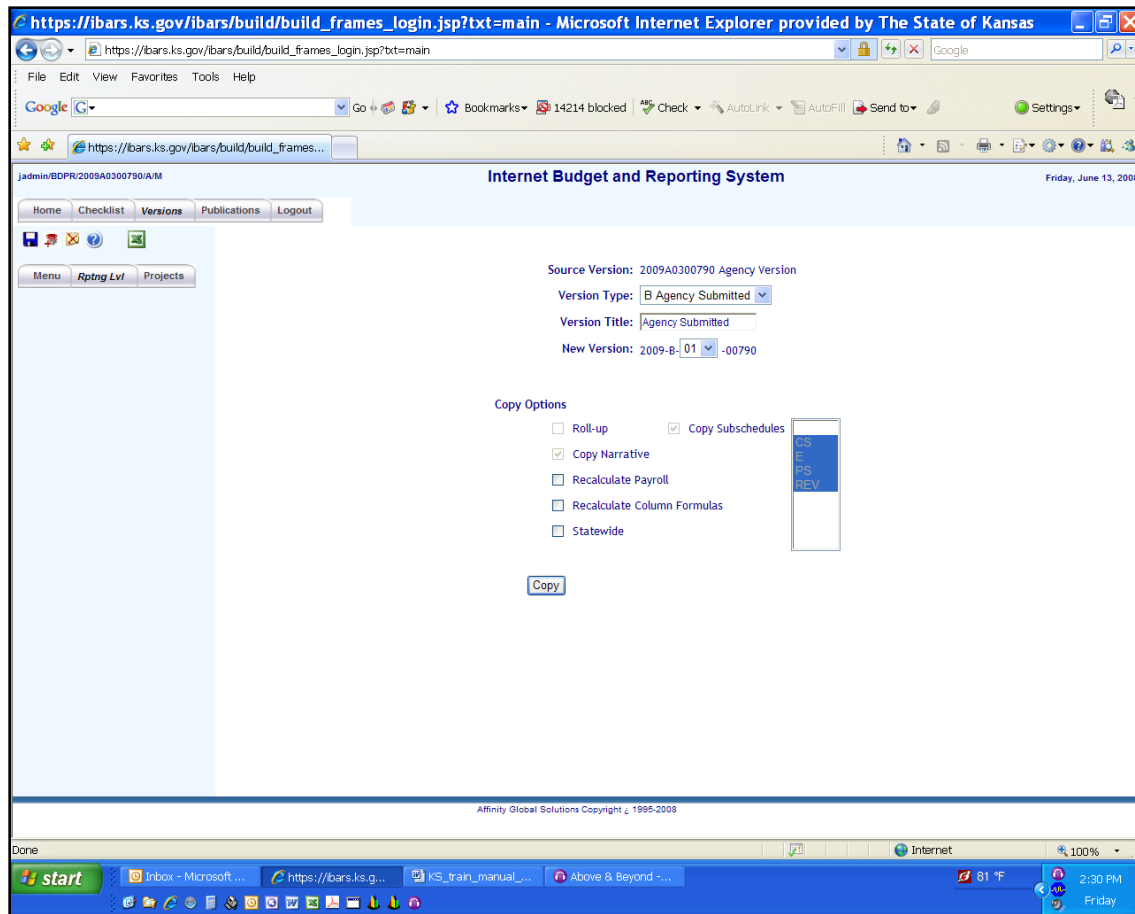
Copy	Delete	Submit	Version	Version Title	Type	User 1	User 2	User 3	Last Update	Stwd Del
Copy	Delete		2009D0100790	Download	A				07/23/2007	Delete
Copy	Delete		2009D0200790	Initial Download	A				08/07/2007	Delete
Copy	Delete		2009D0300790	Final Download	A				08/09/2007	Delete
Copy	Delete		2009E0100790	DOB Version	A				08/16/2007	Delete
Copy	Delete		2009A0100790	Agency Version	A				08/10/2007	Delete
Copy	Delete		2009A0200790	julie test	A				06/13/2008	Delete
Copy	Delete	Submit	2009A0300790	Agency Version	A				06/13/2008	Delete
Copy	Delete		2008D0100790	Initial Download	A				07/21/2006	Delete
Copy	Delete		2008D0200790	Copy of Initial Download	A				08/08/2006	Delete
Copy	Delete		2007D0100790	Initial Download	A				07/12/2006	Delete

[Create New Version](#)

SUBMITTING THE BUDGET

Submitting the Budget Through IBARS (cont.)

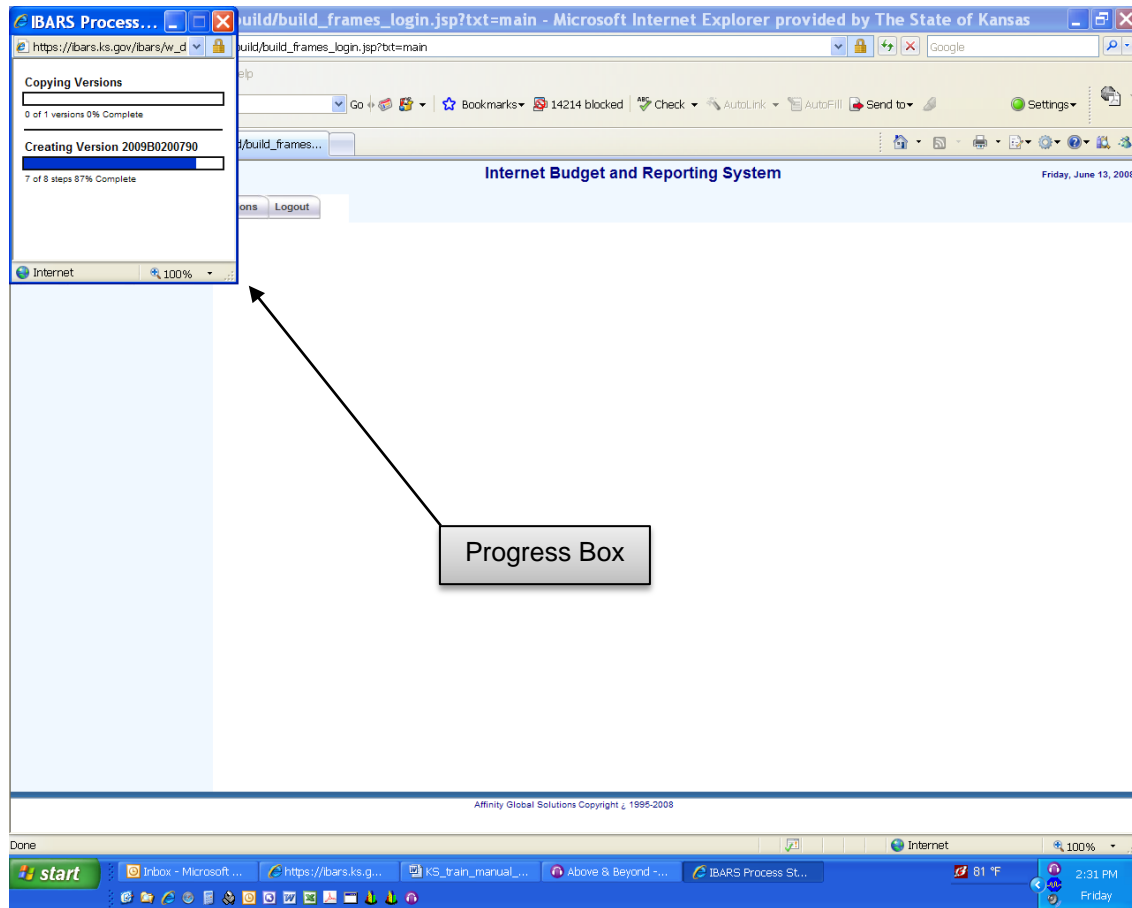
Once the user has clicked **Submit**, the following screen appears. The user will then click the **Copy** button.



A box will pop up making sure that the user wants to copy the version to a submitted (B) version. Click 'OK' and the system brings up a progress box (as seen on the next page) that will indicate how much of the copying process is complete.

SUBMITTING THE BUDGET

Submitting the Budget Through IBARS (cont.)



SUBMITTING THE BUDGET

Other Items to Remember About Submitting the Budget

1. **Budget Narrative** – Make sure to give DOB two printed copies and one electronic copy of the agency's budget narrative submission. KLRD should get one printed copy of the agency's budget narrative submission. An example of the proper format for an agency's budget narrative can be found in the most recent edition of *The Budget Instructions*, available on the DOB's website at <http://budget.ks.gov>.
2. **Performance Measures** – Remember to include performance measures that are used in Volume II as part of the agency's budget narrative submission.
3. **FTE and Non-FTE counts** – For the actual year, remember to include the FTE and Non-FTE Unclassified Permanent counts by Program in the agency's budget narrative submission. This FTE information is not generated in IBARS.
4. **CY Approved Budget** – Make sure the CY approved appropriated funds in IBARS equal or are less than what was approved by the Legislature. Any amount above the approved amounts should be in a supplemental change package.
5. **BY Allocations** – Make sure the BY allocation for appropriated funds from the DOB match what is in IBARS. Any amount above the allocation amounts are required to be in an enhancement change package.

Appendix A

Position Detail Data Module Example – Add a Position

Adding a Request for a New Position

The user should use the following details about the newly requested position for this example.



1. Start date of December 2008 or half way through the FY 2010, or 1040 hours
2. Full time employee
3. Classified
4. Public Service Executive II (class code 4273A4)
5. Step 4 of pay matrix
6. KPERS eligible
7. Eligible to receive health insurance
8. Funding split--25% State General Fund, 25% Dundee Award Fund, and 50% Paper Fund

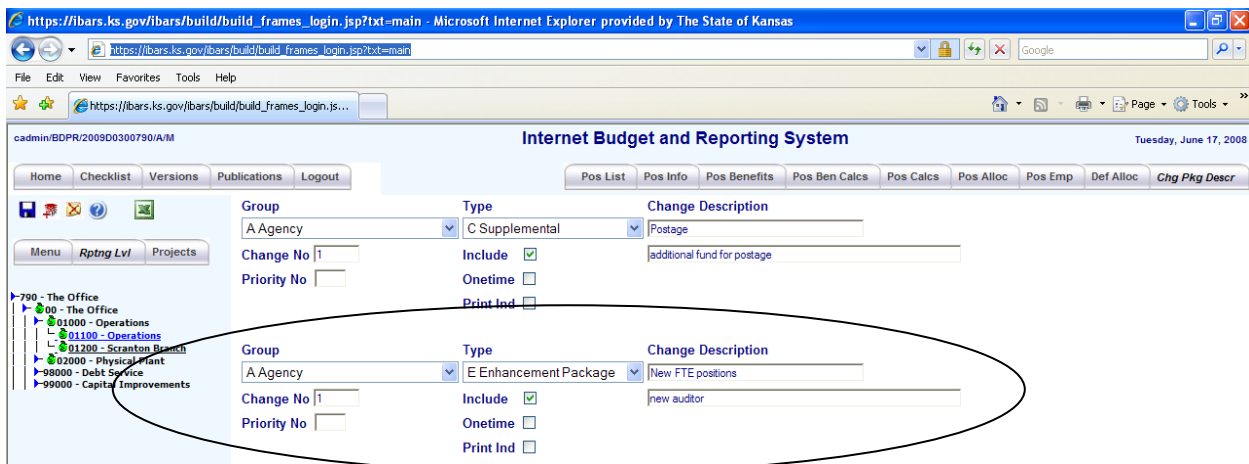
The following pages shows how each of the pages in the ***Position Data Detail*** module should be filled out along with step by step instructions. For this example, agency 790 will be used.

Appendix A

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

1. Select **Position Detail Data** module from the **Checklist** page.
2. Select reporting level (Department ID) **01100 Operations** from the menu tree on the left by clicking on the blue arrows and then selecting the desired reporting level (Department ID) by clicking on the words of the reporting level (Department ID).
3. Click on the **Chg Pkg Descr** page.
4. Click the Add/Insert icon .
5. Select **An Agency** for the **Group**.
6. Select **E Enhancement** for the **Type**.
7. Type **New FTE Position** for the **Title**.
8. Type **1** in the **Change No** box.
9. Make sure there is a check mark in the Include box.
10. Click the Save icon .





The screenshot shows the 'Internet Budget and Reporting System' interface. The top navigation bar includes links like 'Home', 'Checklist', 'Versions', 'Publications', 'Logout', and 'Pos List'. The left menu tree shows a hierarchy of reporting levels, with '01100 - Operations' selected. The main content area displays two data entry forms. The second form is circled in red and contains the following fields:

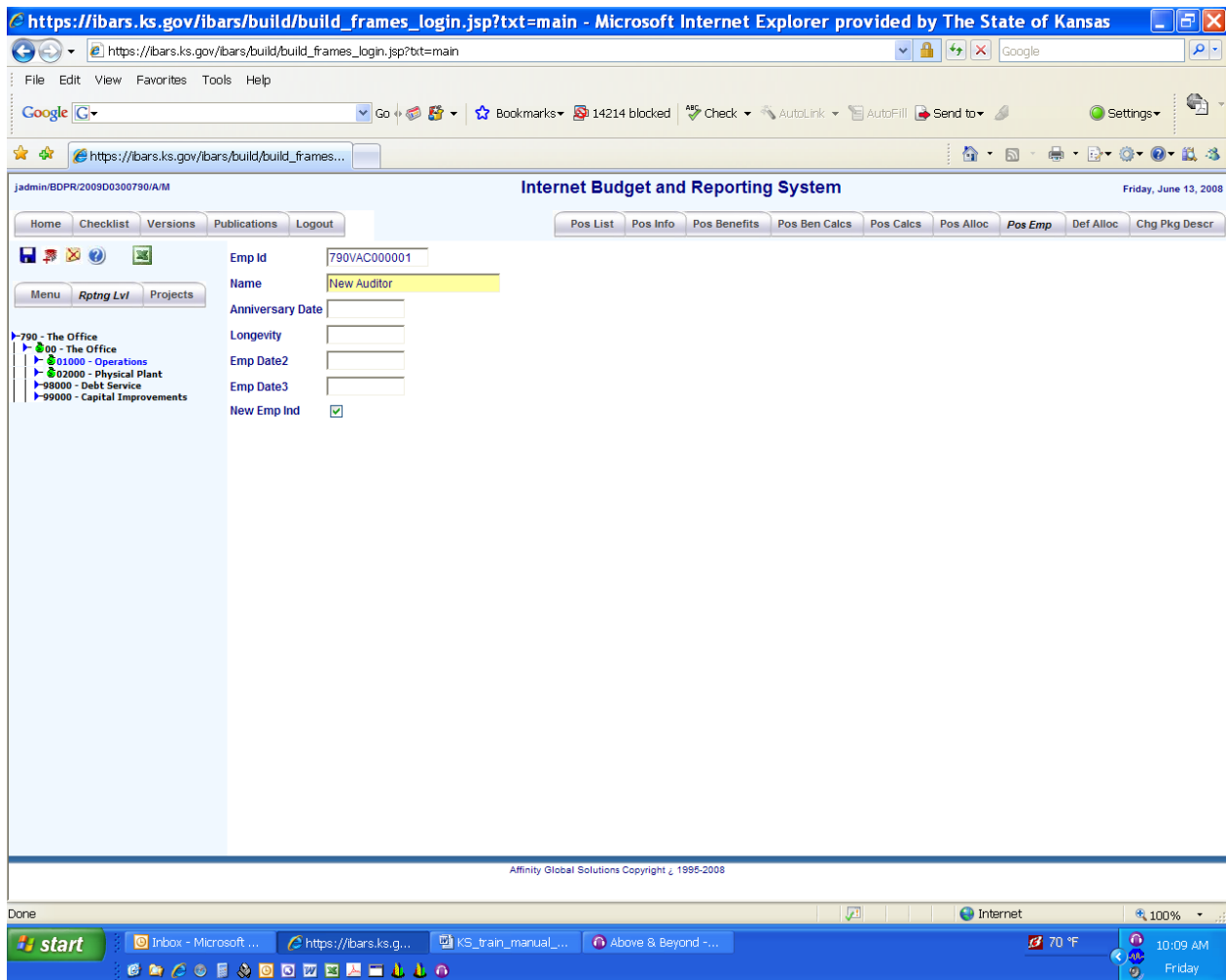
Group	Type	Change Description
A Agency	E Enhancement Package	New FTE positions
Change No 1	Include <input checked="" type="checkbox"/>	new auditor
Priority No	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	

Appendix A

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)


11. Click on the **Pos List** page.
12. Click the Add/Insert icon .
13. Click OK when asked “Do you wish to add a new employee?”
14. The system will take you to the **Pos Emp** page.
15. Enter **790VAC00001** in the **Emp Id** field. The **Emp Id** must be unique for each employee. Use agency number followed by ‘VAC’ followed by a unique number.
16. Type **New Auditor** in the **Name** field.
17. The **Longevity**, **emp_date2**, and **emp_date3** boxes will stay blank.
18. Make sure the **New Emp Ind** box is checked since this is a new position.
19. Click the Save icon .

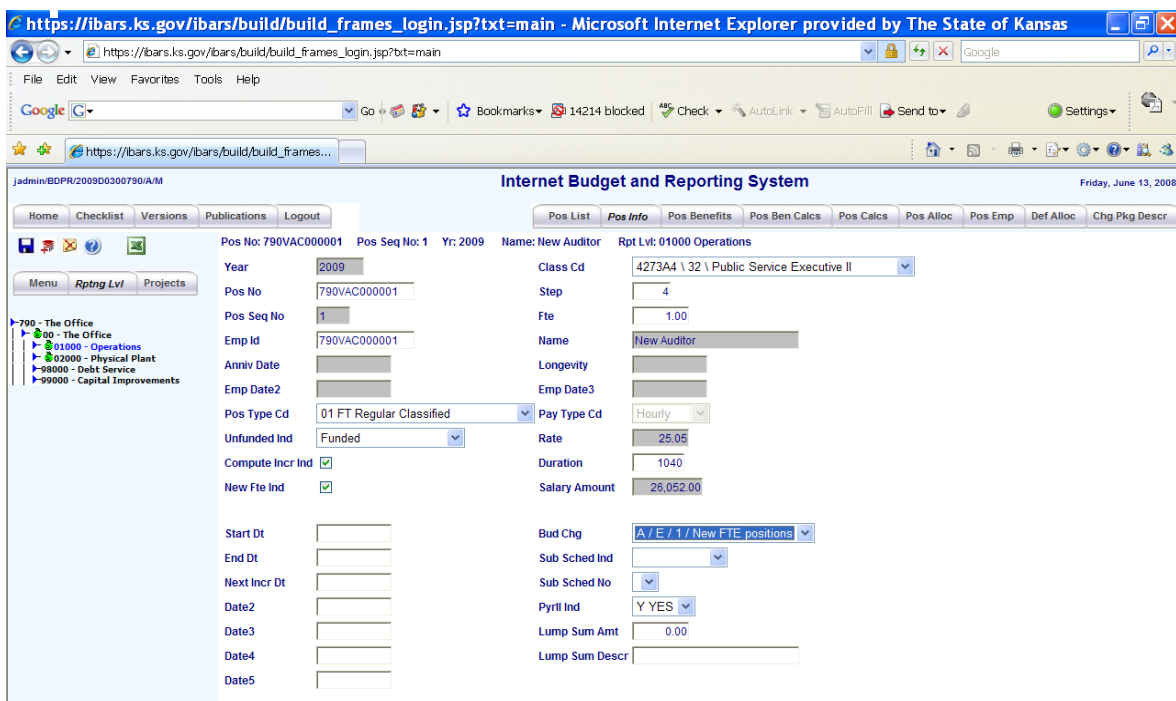


Appendix A

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

20. Click the **Pos Info** page.
21. Type **2009** in the **Year** box.
22. Select **4273A4 Public Service Executive II** from the **Class Cd** dropdown box.
23. Type **790VAC00001** in the **Pos No** box. The **Pos No** can be the same as the **Emp ID**.
24. Type **4** in the **Step** box.
25. Type **1** in the **FTE** box.
26. **790VAC00001** should be in the **Emp Id** box.
27. Select **01 FT Classified Regular** from the **Pos Type Cd** dropdown box.
28. Select **Funded** from the **Unfunded Ind** dropdown box.
29. Type **1040** in the **Duration** box. Remember the person is requested to be hired half way through the fiscal year.
30. Make sure the **New FTE Ind** box has a check in it.
31. Select the **A/E/1/New FTE Positions** change package from the **Bud Chg** dropdown box.
32. Select **Y Yes** from the **Pyrll Ind** dropdown box.
33. Click the Save icon .



The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Pos Info' tab is selected. The form contains the following fields and values:

Field	Value
Pos No	790VAC000001
Year	2009
Class Cd	4273A4 \ 32 \ Public Service Executive II
Step	4
Fte	1.00
Emp Id	790VAC000001
Name	New Auditor
Pos Type Cd	01 FT Regular Classified
Unfunded Ind	Funded
Pay Type Cd	Hourly
Rate	25.05
Duration	1040
Salary Amount	26,052.00
Compute Incr Ind	<input checked="" type="checkbox"/>
New Fte Ind	<input checked="" type="checkbox"/>
Bud Chg	A / E / 1 / New FTE positions
Pyrll Ind	Y YES
Lump Sum Amt	0.00
Lump Sum Descr	

The interface also includes a left sidebar with a tree view showing the organizational structure, and a top navigation bar with tabs like Home, Checklist, Versions, Publications, and Logout.

Appendix A

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

34. Click on the **Pos Benefits** page.
35. Select **RET/KPERS/0/.0797** from the **Retirement** dropdown box.
36. Select **FICA/SS/0/.062** from the **FICA** dropdown box.
37. Select **UNEMP//0/.0013** from the **UNEMP** dropdown box.
38. Select **WKCMP/00034/0/.0155** from the **WKCMP** dropdown box.
39. Select **RSAL//0/.005** from the **RSAL** dropdown box.
40. Select **HLT1/EH11/185.1/0** from the **Single Health** dropdown box.
41. Select **FICA/MED2/0/.0145** from the **FICA Medicare 2** dropdown box.

The screenshot shows the Internet Budget and Reporting System (IBRS) interface. The top navigation bar includes tabs for Home, Checklist, Versions, Publications, and Logout. The main content area displays the Pos Benefits page for Pos No: 790VAC000001, Pos Seq No: 1, Yr: 2009, Name: New Auditor, and Rpt Lvl: 01100 Operations. The page shows a table with columns for Description and Value, where various benefits are selected from dropdown menus. The interface includes a navigation menu on the left, a top navigation bar, and a status bar at the bottom.

Description	Value
Retirement	RET / KPERS / 0 / .0797
FICA	FICA / SS / 0 / .062
UNEMP	UNEMP // 0 / .0013
WKCMP	WKCMP / 00790 / 0 / .0155
RSAL	RSAL // 0 / .005
Health Single	HLT1 / EH11 / 185.1 / 0
Health Family	
EHM	
FICA Medicare 2	FICA / MED 2 / 0 / .0145
FHM	
LONGEVITY	

Appendix A

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

42. Click on the **Pos Ben Calcs** page.
43. Verify the calculations and the benefits selected are correct.
44. If desired, go to the Pos Calcs page to see the positions salary and wages breakdown by pay period.

The screenshot displays the Internet Budget and Reporting System (IBRS) interface. The browser window shows the URL https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=main. The system title is "Internet Budget and Reporting System" and the date is "Tuesday, June 17, 2008".

The main navigation bar includes links: Home, Checklist, Versions, Publications, Logout, Pos List, Pos Info, Pos Benefits, **Pos Ben Calcs** (selected), Pos Calcs, Pos Alloc, Pos Emp, Def Alloc, and Chg Pkg Descr.

The page displays details for Position No: 790VAC000001, Pos Seq No: 1, Yr: 2009, Name: New Auditor, and Rpt Lvl: 01100 Operations.

A table shows the breakdown of benefits and salary:

Benefit Type	Detail Amt	Sub Amt	Grand Amt
Base			
Salary		26,052.00	
Benefits			
FICA	1,615.22		
FICA 2	377.76		
HLT1	4,812.60		
LONGEVITY	0.00		
RET	2,076.35		
RSAL	130.26		
UNEMP	33.86		
WKCMP	403.80		
Subtotal		9,449.85	
Base Total			35,501.85
Grand Total			35,501.85




The left sidebar shows a tree view of the organization structure, including "790 - The Office", "01000 - Operations", "01100 - Operations", "01200 - Scranton Branch", "02000 - Physical Plant", "98000 - Debt Service", and "99000 - Capital Improvements".

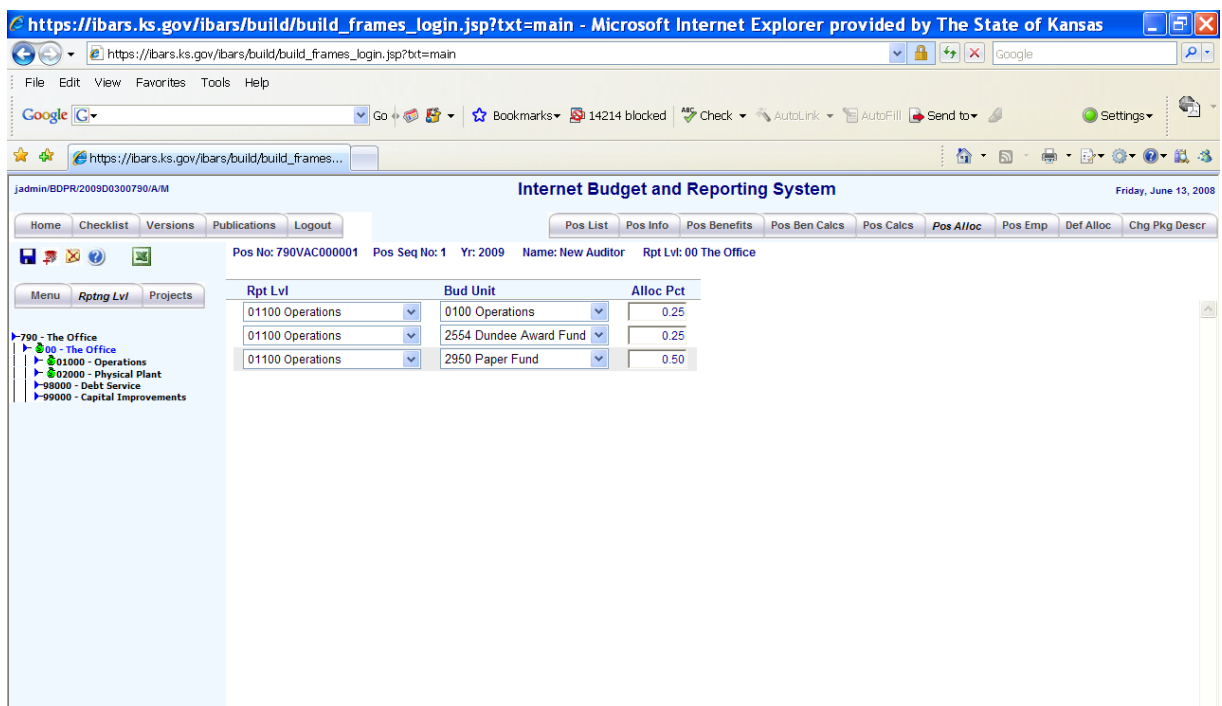
The footer of the page indicates "Affinity Global Solutions Copyright © 1995-2008".

Appendix A

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

45. Click on the **Pos Alloc** page. There should be one line filled out.
46. Select the **01100 Operations** reporting level from the **Rpt Lvl** dropdown menu, on the first row.
47. Select **0100 Operations** from the **Fund** dropdown menu on the first row.
48. Type **.25** in the **Alloc Pct** box, on the first row.
49. Click the add icon .
50. Select the **01100 Operations** reporting level from the **Rpt Lvl** dropdown menu.
51. Select **2554 Dundee Award Fund** from the **Fund** dropdown menu.
52. Type **.25** in the **Alloc Pct** box.
53. Click the add icon .
54. Select the **01100 Operations** reporting level from the **Rpt Lvl** dropdown menu.
55. Select **2950 Paper Fund** from the **Fund** dropdown menu.
56. Type **.50** in the **Alloc Pct** box.
57. Click the save/update icon .



admin/BDPR/200906300790/A/M

Internet Budget and Reporting System

Friday, June 13, 2008

Home Checklist Versions Publications Logout

Pos List Pos Info Pos Benefits Pos Ben Calcs Pos Calcs **Pos Alloc** Pos Emp Def Alloc Chg Pkg Descr

Pos No: 790VAC000001 Pos Seq No: 1 Yr: 2009 Name: New Auditor Rpt Lvl: 00 The Office

Rpt Lvl	Bud Unit	Alloc Pct
01100 Operations	0100 Operations	0.25
01100 Operations	2554 Dundee Award Fund	0.25
01100 Operations	2950 Paper Fund	0.50

Menu Rptng Lvl Projects



790 - The Office

- 00 - The Office
- 01000 - Operations
- 02000 - Physical Plant
- 30000 - Debt Service
- 99000 - Capital Improvements

Appendix A

Position Detail Data Module Example – Delete a Position


Deleting a Position

1. Select **Position Detail Data** module from the **Checklist** page.
2. Select reporting level (sub-PCA) 01100 operations from the menu tree on the left by clicking on the blue arrows and then selecting the desired reporting level (sub-PCA) by clicking on the words of the reporting level (sub-PCA).
3. Select the position to delete by clicking on position's **Pos No**.
4. The system will go to the **Pos Info** page.
5. Click in any white box, such as **Pos No** or **Step**.
6. Click the Delete icon .
7. The system will make everything gray on the page.
8. To delete the position, click the Save icon .
9. If the user decides not to delete the position, then click on the **Pos List** page. The system will ask "Save Changes To Current Page?" Click Cancel, this will undo or not save the deletion.

Appendix A

Default Allocation for Salaries Examples

Default Funding for Salaries by Version

1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.
2. Enter the name of your new scenario in the **Current Scenario** text box.
3. Click the Save icon .



Appendix A

Default Allocation for Salaries Examples

Default Funding for Salaries by Version (cont.)

The screenshot shows the 'Internet Budget and Reporting System' web application. The main content area displays the 'Rpt Lvl: 01000 Operations' and 'All Scenarios' section. A table is shown with the following columns: Tab Option, Version, Rpt Lvl, Series, Year, Bud Unit, and Allocation. The 'Version' field is set to '2009A0200790' and the 'Year' field has a dropdown menu showing '2008' and '2009'. Buttons for 'Current Funding' and 'Run Default Funding' are visible. The browser window title is 'Internet Budget and Reporting System' and the date is 'Wednesday, June 18, 2008'.

4. Select **Version** from the dropdown in the **Tab Option**. The version you are working in will automatically appear in the **Version** field.
5. Click the dropdown in the **Year** field to select the fiscal year. You may use the same funding scenario for one or both budget years.
6. Click the dropdown on the **Bud Unit** field to select the budget unit you are using and enter the desired percent of funding in the **Allocation** field. Use the **Add** function to add more budget units and percentages. The scenario must total 1 for each year (ex .9 + .1 = 1).

Appendix A


Default Allocation for Salaries Examples

Default Funding for Salaries by Version (cont.)

The screenshot shows the 'Internet Budget and Reporting System' interface. The left sidebar contains a navigation tree with '790 - The Office' expanded, showing sub-items like '01000 - Operations', '02000 - Physical Plant', '98000 - Debt Service', and '99000 - Capital Improvements'. The main content area is titled 'Rpt Lvl: 01000 Operations'. It features a 'Current Scenario' dropdown set to 'Salary Funding 1' and a 'Default?' checkbox checked. Below this is a table with columns: 'Tab Option', 'Version', 'Rpt Lvl', 'Series', 'Year', 'Bud Unit', and 'Allocation'. The table contains four rows of data for the year 2009.

Tab Option	Version	Rpt Lvl	Series	Year	Bud Unit	Allocation
Version	2009A0200790			2008	0100 Operations	.5
Version	2009A0200790			2008	2554 Dundee Award Fund	.5
Version	2009A0200790			2009	0100 Operations	.5
Version	2009A0200790			2009	2554 Dundee Award Fund	.5


At the bottom of the main content area, there are two buttons: 'Current Funding' and 'Run Default Funding'. The footer of the application indicates 'Affinity Global Solutions Copyright © 1995-2008'.

7. Click the Save icon  to save the scenario.
8. Click the **Run Default Funding** button to apply the funding.
9. Go to the **Checklist** page and check or re-check the **Position Detail Data** module to complete.
10. Go to the **Budget Request Summary** module to see the new salary funding.

Appendix A

Default Allocation for Salaries Examples


Default Funding for Salaries by Reporting Level

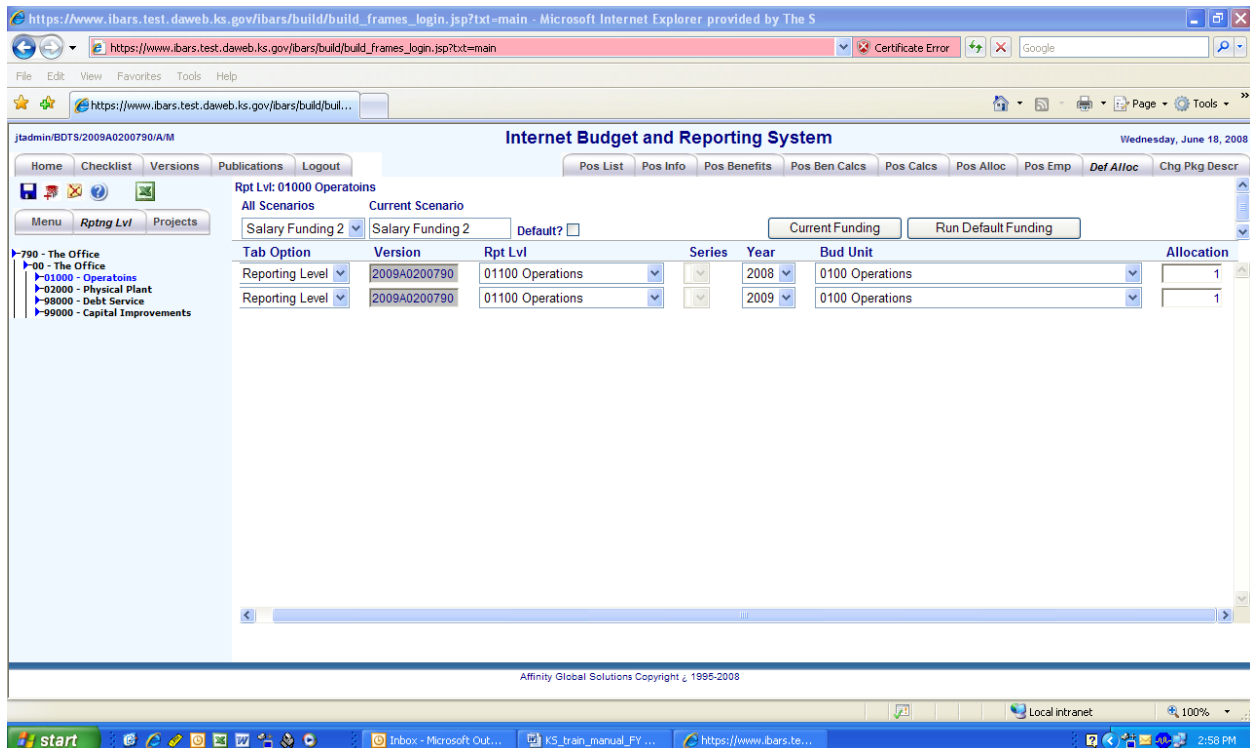
1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.
2. Enter the name of your new scenario in the **Current Scenario** text box.
3. Click the Save icon  .
4. Select **Reporting Level** from the dropdown in the **Tab Option**. The version you are working in will automatically appear in the **Version** field.
5. Select the desired reporting level from the dropdown in the **Rpt Lvl** field.

Appendix A

Default Allocation for Salaries Examples

Default Funding for Salaries by Reporting Level (cont.)

6. Click the dropdown in the **Year** field to select the fiscal year. You may use the same funding scenario for one or both budget years.
7. Click the dropdown on the **Bud Unit** field to select the budget unit you are using and enter the desired percent of funding in the **Allocation** field. Use the **Add** function to add more budget units and percentages. The scenario must total 1 for each year (ex $.9 + .1 = 1$).
8. Click the Save icon  to save the scenario.
9. Click the **Run Default Funding** button to apply the funding.
10. Go to the **Checklist** page and check or re-check the **Position Detail Data** module to complete.
11. Go to the **Budget Request Summary** module to see the new salary funding.



Internet Budget and Reporting System

Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

Pos List Pos Info Pos Benefits Pos Ben Calcs Pos Calcs Pos Alloc Pos Emp Def Alloc Chg Pkg Descr

Rpt Lvl: 01000 Operatoins

All Scenarios Current Scenario

Salary Funding 2 Salary Funding 2 Default? ☐

Current Funding Run Default Funding

Tab Option	Version	Rpt Lvl	Series	Year	Bud Unit	Allocation
Reporting Level	2009A0200790	01100 Operations		2008	0100 Operations	1
Reporting Level	2009A0200790	01100 Operations		2009	0100 Operations	1

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Appendix B


Budget Request Summary Module Example – Entering CY & BY Expenditure and Funding for Base Budget

Base Budget Entry – Expenditure

This exercise describes how to enter expenditures for the agency's base budget request. Remember that actual expenditures and funding for the previous fiscal year are already in IBARS.

1. Make sure to review and check the **Position Detail Data** module to complete so the expenditures, funding, and statistics for salaries and wages are posted in the **Budget Request Summary** module by Department ID level.
2. Select a Department ID to begin entering data by clicking the reporting level tree on the left side of the screen.
3. To enter CY and BY expenditures either (1) click on the **Contractual Services** (or another expenditure type) or (2) click the **Detail** tab and select a **Series*** from the dropdown menu.
4. Users enter numbers in the **FY 20XX Base Budget Entry** columns for the CY and BY. These columns are white. Expenditure **Obj No** rows are already in the system for the actual year expenditures. Use the existing **Obj No** or if needed add new **Obj No** rows.

REMINDER: If the user tries to save two rows with the same **Obj No**, a “saved failed” error will appear. The user must delete one of the identical **Obj No** rows and add the expenditures or funds together, so it is in one row. This is the only time users should delete rows.

5. If a desired **Obj No** is not already listed in the previously saved rows, then the user can add a line and select the desired **Obj No** from the dropdown menu.
To add a row, click the add icon  .
6. Enter data in both the CY and BY Base **Budget Entry** columns for each expenditure **Series**.

REMINDER: Previously saved rows are NEVER to be deleted. Deleting previously saved rows could cause the **FY 2012 Actuals** expenditures and funding to be out of balance. The only way to fix this problem is by contacting the System Administrator who must restore the deleted data.


Appendix B

Budget Request Summary Module Example – Entering CY & BY Expenditure Base Budget

Base Budget Entry – Expenditure (cont.)

The screenshot shows the 'Internet Budget and Reporting System' interface. The table displays budget data for various object types. The 'Total' row shows a discrepancy between the 'FY 2008 Base Budget Request' and 'FY 2008 Adjusted Budget Request' columns, which is highlighted by a callout box stating 'Not in balance'.

Object No	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	Posted
3510 - GASOLINE	10,251	0	12,330	12,330	0	12,330	
3690 - OTHER PROFESSIONAL & SCIENTIFI	3,260	0	3,151	3,151	0	3,151	
3710 - STATIONERY AND OFFICE SUPPLIES	42,115	0	43,050	43,050	0	43,050	
Total	55,626	0	58,531	58,531	0	58,531	
Total Funds	55,626	0	34,681	34,681	0	34,681	

Expenditure Detail page - The example above shows entries for **Commodities**. The gray **Object No** rows are previously saved rows. The last row, 3501-Motor Vehicle Parts, is a newly added row. The user scrolls to the right to make entries into the **BY** or **FY 20XX Base Budget Entry** column. Save the entries by clicking the save icon . Once saving is complete, the **Total** (expenditure) row is populated for each column. The user can then go to the funding side to fill out funds by expenditures **Series***.

The example above shows that the **FY 2008 Base Budget Entry** column is not in balance. The user must enter \$23,850 on the funding side for **Commodities** to balance.

REMINDER: Expenditure and Funding must match by **Expenditure Obj Type** for each column.

Appendix B


Budget Request Summary Module Example – Entering CY & BY Funding Base Budget

Base Budget Entry – Funding

This exercise describes how to enter funding for the agency's base budget request. Remember that actual expenditures and funding for the previous fiscal year are already loaded in IBARS.

1. Make sure to review and check the **Position Detail Data** module to complete so the expenditure, funding, and statistics for salaries and wages are posted in the **Budget Request Summary** module by reporting level.
2. Select a Department ID to begin entering data by clicking the reporting level tree on the left side of the screen.
3. To enter CY and BY funding either (1) click on one of the fund names listed, or (2) click on the **Detail** tab and select **Funds** for the **Obj Type*** from the dropdown menu, select a fund from the **Series*** dropdown menu, and select an **Obj Type (Exp)*** from the dropdown menu.
4. Users enter numbers in the **FY 20XX Base Budget Entry** columns for the CY and BY. These columns are white. **Bud Unit** rows are in the system from the actual year funding. Use the existing **Bud Units** and if needed add new **Bud Unit** rows.

REMINDER: If the user tries to save two rows with the same **Bud Unit**, a “saved failed” error will appear. The user will have to delete one of the identical **Bud Units** and add the funding together, so it is in one row. This is the only time users should delete rows.

5. If a desired **Bud Unit** is not already listed in the previously saved rows, the user can add a line and select the desired **Bud Unit** from the dropdown menu. To add a row, click the add icon  .
6. Enter data in both the CY and BY **Base Budget Entry** columns for each **Fund Series*** for each **Obj Type (Exp)***.

REMINDER: Previously saved rows are NEVER to be deleted. Deleting previously saved rows could cause the **FY 2012 Actuals** expenditures and funding to be out of balance. The only way to fix this problem is by contacting the System Administrator who must restore the deleted data.


Appendix B

Budget Request Summary Module Example – Entering CY & BY Funding Base Budget

Base Budget Entry – Funding (cont.)

The screenshot shows the 'Internet Budget and Reporting System' interface. The main table displays budget data for '01200 Scranton Branch' under 'Series* 1000 STATE GENERAL FUND'. The table has columns for 'Bud Unit', 'FY 2007 Actuals', 'FY 2008 Posted Payroll', 'FY 2008 Base Budget Entry', 'FY 2008 Base Budget Request', 'FY 2008 Agency Change Packages', 'FY 2008 Adjusted Budget Request', 'FY 2009 Posted Payroll', and 'FY 2009 Budget En'. The 'FY 2008 Base Budget Entry' column is circled, and an arrow points to it with the text 'In balance'.

Bud Unit	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	FY 2009 Posted Payroll	FY 2009 Budget En
0100 Operations	23,851	0	23,850	23,850	0	23,850	0	23,850
Total	23,851	0	23,850	23,850	0	23,850	0	23,850
Total Expenditures	55,626	0	58,531	58,531	0	58,531	0	58,531
Total Funds	55,626	0	58,531	58,531	0	58,531	0	58,531

Funding Detail page - The example above shows entries for the State General Fund (0100 Operations) for the **Series*** in Commodities **Obj Type (Exp)***. The gray **Bud Unit** rows are previously saved rows. The user will scroll to the right to make entries into the BY or **FY 20XX Base Budget Entry** column. Save the entries by clicking the save icon . Once saving is complete, the **Total** and **Total Funds** rows will be populated for each column. The **Total** row is the total funding for the currently selected fund **Series***. The **Total Funds** row is the total of all funds in the selected **Obj Type (Exp)***. The **Total Funds** row and the **Total Expenditures** should match for each column by each **Obj Type (Exp)***.

The example above shows that the **FY 2008 Base Budget Entry** column is in balance.

REMINDER: Expenditure and Funding must match by **Expenditure Obj Type** for each column.


Appendix B

Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Change Description

This exercise shows users how to enter expenditure and funding for change packages. Change packages should be entered after the **Base Budget Entry** columns are complete for the CY and BY. This exercise has the user fill in the expenditure side first and then the funding side for each **Expenditure Obj Type**.

REMEMBER: Position change packages will be complete in the *Position Detail Data* module.

1. A change package description must be created before change package expenditures and funding can be entered.
2. Click the **Chg Pkg Descr** tab at the top right of the page.
3. Click the add icon  to insert a new change package description.
4. The screen on the next page shows an agency change package for one replacement vehicle for the budget year. The user fills out the boxes as described below.

Group: Agency, since this is an agency request.

Type: Enhancement, since this is a BY request.

Change Description – title: Replacement vehicle.

Change Description: Replacement for auditor.

Change No: 2, since this is the second agency enhancement change package.

Include: should be checked, since this item is part of the agency's submitted request.

5. Save the change package description by clicking the save icon .

Appendix B

Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Change Description (cont.)

https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt-main - Microsoft Internet Explorer provided by The State of Kansas

https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt-main

File Edit View Favorites Tools Help

https://ibars.ks.gov/ibars/build/build_frames_login.js...

admin/BDPR/2009D0300790/A/M Internet Budget and Reporting System Thursday, June 19, 2008

Home Checklist Versions Publications Logout Summary Detail Chg Pkg Chg Pkg Descr Def Alloc

Menu Rptng Lvl Projects

790 - The Office

Group	Type	Change Description
A Agency	C Supplemental	Postage
Change No 1	Include <input checked="" type="checkbox"/>	additional fund for postage
Priority No	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	

Group	Type	Change Description
A Agency	E Enhancement Package	New FTE positions
Change No 1	Include <input checked="" type="checkbox"/>	new auditor
Priority No	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	

Group	Type	Change Description
A Agency	E Enhancement Package	Replacement Vehicle
Change No 2	Include <input checked="" type="checkbox"/>	replacement for auditor
Priority No	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	

Group	Type	Change Description
A Agency	I Capital Improvements	Storage Shed
Change No 1	Include <input checked="" type="checkbox"/>	Storage shed for paper
Priority No	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	


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Done Internet 100%

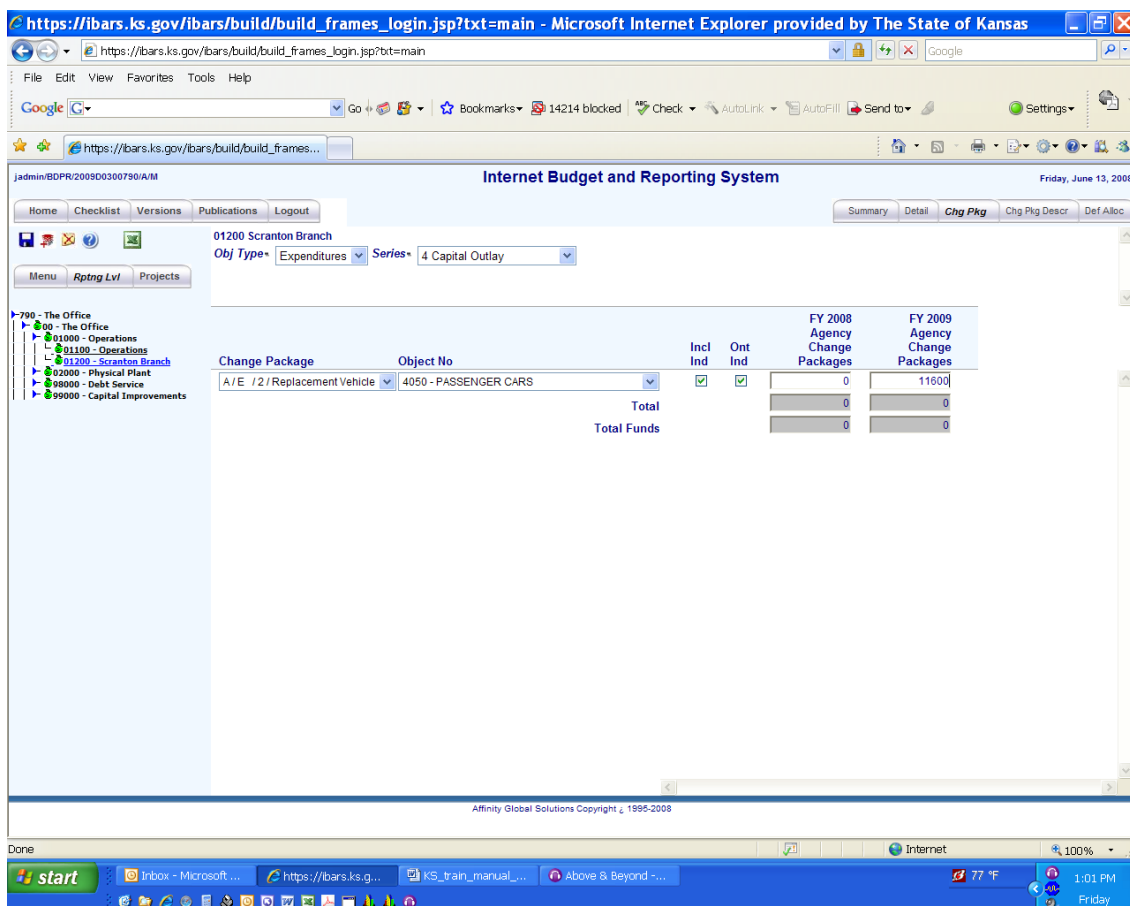
Appendix B

Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Expenditure Entry

6. Click on the **Chg Pkg** tab.
7. Select **Expenditures** from the **Obj Type*** dropdown menu.
8. Select **Capital Outlay** from the **Series*** dropdown menu.
9. Select **4050- Passenger Cars** from the **Object No** dropdown menu.
10. Select **A/E/2/Replacement vehicle** from the **Change Package** dropdown menu.
11. Make sure the **Include Ind** has a checkmark in the box.
12. Enter **11600** into the **FY 2009 Agency Change Packages** column.
13. Click the Save icon .

REMINDER: When entering in dollar amounts, do not use special characters such as “\$”, “,”, or cents. Budget only in whole dollars.



Internet Budget and Reporting System

Friday, June 13, 2008

01200 Scranton Branch


Obj Type* Expenditures Series* 4 Capital Outlay

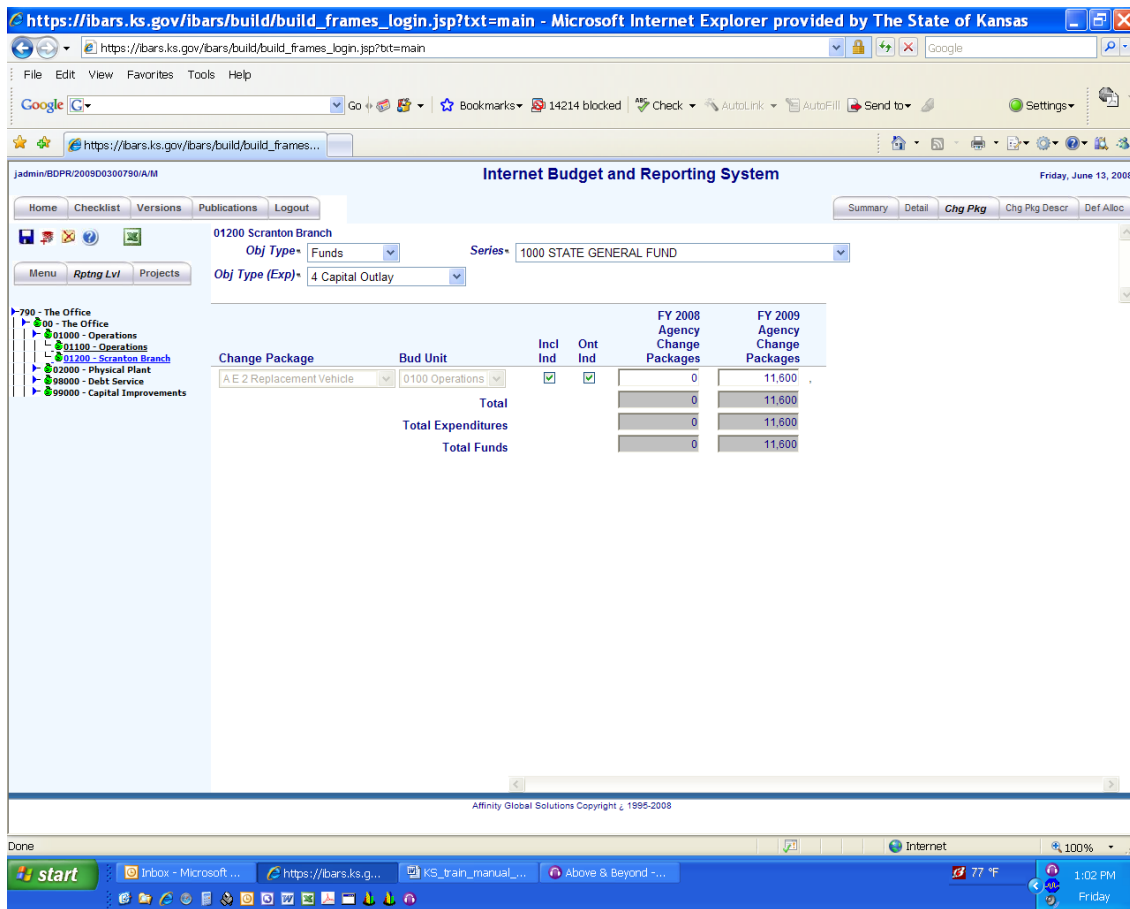
Change Package	Object No	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
A/E / 2 / Replacement Vehicle	4050 - PASSENGER CARS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	11600
Total				0	0
Total Funds				0	0

Appendix B

Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Funding Entry

1. Select **Funds** from the **Obj Type*** dropdown menu.
2. Select the fund that will finance the change package from the **Series*** dropdown menu.
3. **Capital Outlay** should still be selected for the **Obj Type (Exp)***.
4. The user will select the **Bud Unit** that will finance the change package from the dropdown menu.
5. Select the **A/E/2/Replacement vehicle** from the **Change Package** dropdown menu.
6. Make sure the **Include Ind** has a checkmark in the box.
7. Enter **11600** into the **FY 2009 Agency Change Packages** column.
8. Click the Save icon .




The screenshot shows the 'Internet Budget and Reporting System' web application. The user is logged in as 'jadmin/BOPR/2009000300790/A/M'. The page title is 'Internet Budget and Reporting System' and the date is 'Friday, June 13, 2008'. The main content area shows the 'Change Package Entry' screen for '01200 Scranton Branch'. The 'Obj Type*' dropdown is set to 'Funds', the 'Series*' dropdown is set to '1000 STATE GENERAL FUND', and the 'Obj Type (Exp)*' dropdown is set to '4 Capital Outlay'. The 'Change Package' dropdown is set to 'A E 2 Replacement Vehicle' and the 'Bud Unit' dropdown is set to '0100 Operations'. The 'Include Ind' checkbox is checked. The table below shows the 'FY 2008 Agency Change Packages' and 'FY 2009 Agency Change Packages' columns. The 'FY 2009 Agency Change Packages' column has a value of 11,600 entered.

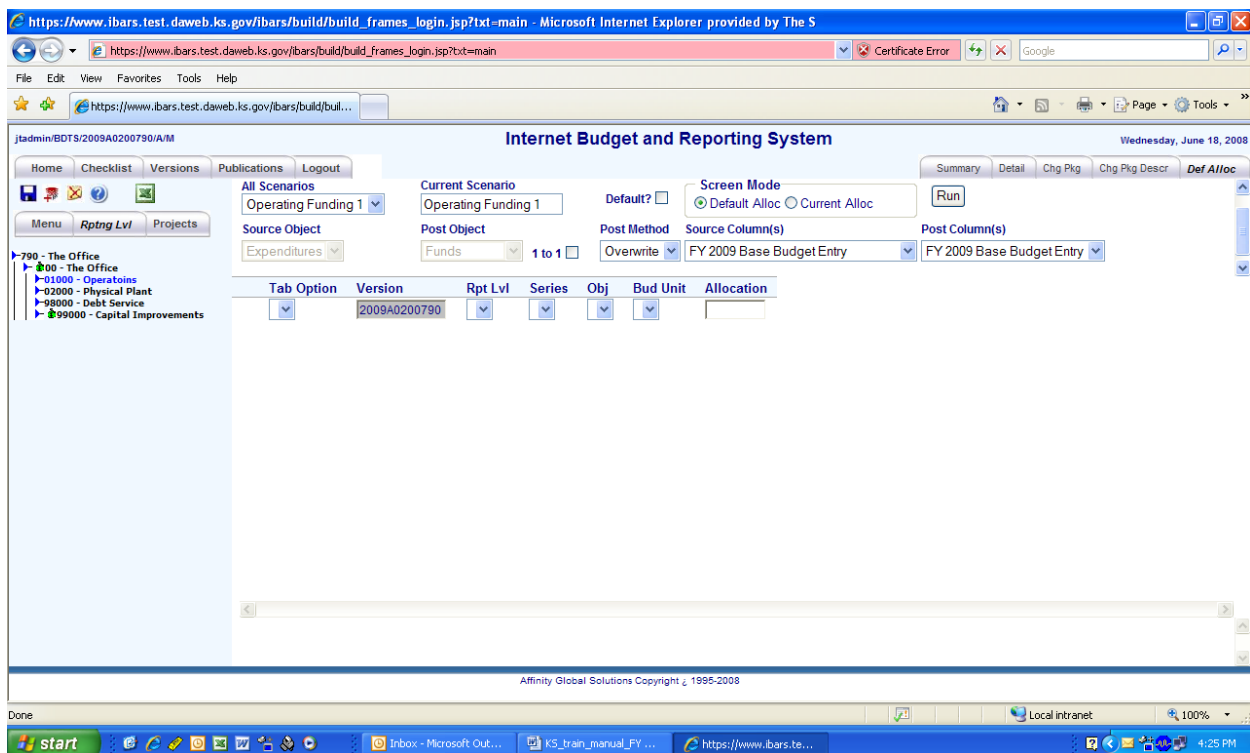
Change Package	Bud Unit	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
A E 2 Replacement Vehicle	0100 Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	11,600
Total				0	11,600
Total Expenditures				0	11,600
Total Funds				0	11,600

Appendix B

Default Allocation for Operating Budget Example

Default Funding for Operating Budget by Reporting Level

1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.
2. Enter the name of your new scenario in the **Current Scenario** text box.
3. Click on the check mark in the **1 to 1** box to remove it.
4. Select the **Overwrite** option from the **Post Method** drop down.
5. Select the **FY 2XXX Base Budget Entry** option from the **Source Column(s)** drop down. In the Budget Request Summary module separate funding scenarios have to be created for each fiscal year.
6. Select the **FY 2XXX Base Budget Entry** option from the **Post Column(s)** drop down. This entry must be the same column that was chosen in step 5.
7. Click the Save icon .



The screenshot displays the 'Internet Budget and Reporting System' interface. The top navigation bar includes links for Home, Checklist, Versions, Publications, and Logout. The main content area is titled 'Def Alloc' and contains several configuration options:

- All Scenarios:** Operating Funding 1
- Current Scenario:** Operating Funding 1
- Default?** ☐
- Screen Mode:** ☒ Default Alloc ☐ Current Alloc
- Run** button
- Source Object:** Expenditures
- Post Object:** Funds
- Post Method:** Overwrite
- Source Column(s):** FY 2009 Base Budget Entry
- Post Column(s):** FY 2009 Base Budget Entry
- 1 to 1** checkbox (checked)

Below these options is a table with the following columns: Tab Option, Version, Rpt Lvl, Series, Obj, Bud Unit, and Allocation. The table contains one row with the following values:

Tab Option	Version	Rpt Lvl	Series	Obj	Bud Unit	Allocation
	2009A0200790					

The bottom of the interface shows the Windows taskbar with the Start button, several open applications (Inbox - Microsoft Outlook, K5_train_manual_FY..., https://www.ibars.test.daweb.ks.gov/ibars/build/build_frames_login.jsp?txt=main), and the system clock showing 4:25 PM on Wednesday, June 18, 2008.


Appendix B

Default Allocation for Operating Budget Example

Default Funding for Operating Budget by Reporting Level (cont.)

The screenshot displays the 'Internet Budget and Reporting System' web application. The interface includes a navigation menu on the left, a main content area with various tabs, and a table for budget data. The 'Current Scenario' is 'Operating Funding 1'. The 'Screen Mode' is 'Default Alloc'. The 'Post Method' is 'Overwrite', 'Source Column(s)' is 'FY 2009 Base Budget Entry', and 'Post Column(s)' is 'FY 2009 Base Budget Entry'. The table below shows two rows of data for 'Reporting Level' with columns for 'Tab Option', 'Version', 'Rpt Lvl', 'Series', 'Obj', 'Bud Unit', and 'Allocation'.

Tab Option	Version	Rpt Lvl	Series	Obj	Bud Unit	Allocation
Reporting Level	2009A0200790	01100 Operations			0100 Operations	.5
Reporting Level	2009A0200790	01100 Operations			2554 Dundee Award Fund	.5



1. Select **Reporting Level** from the dropdown in the **Tab Option**. The version you are working in will automatically appear in the **Version** field.
2. Select the desired reporting level from the dropdown in the **Rpt Lvl** field.
3. Click the dropdown on the **Bud Unit** field to select the budget unit you are using and enter the desired percent of funding in the **Allocation** field. Use the **Add** function to add more budget units and percentages. The scenario must total 1 for each year (ex $.9 + .1 = 1$).
4. Click the Save icon  to save the scenario.
5. Click the **Run Default Funding** button to apply the funding.
6. Go to the **Summary** page to see the new operating expenditures funding.

Appendix C

Special Fund Balance Module Example

Entering CY & BY Revenue Estimates

This exercise describes how to enter revenue estimates to finance the budget request.

1. If the user desires, make sure the **Position Detail Data** and **Budget Request Summary** modules are checked to complete. This will post the expenditures into the **Special Fund Balance** module and may be helpful.
2. The user selects the **Special Fund Balance** module from the **Checklist** page.
3. The user then selects a **Fund Type*** from the dropdown menu.
4. Next the user selects a **Fund** (budget unit). This can be done two ways: (1) clicking on the name of a budget unit, or (2) clicking the **Detail** tab and then select the desired budget unit from the **Fund*** dropdown menu.
5. The user will then enter revenue estimates in the **XX Agency Revenue** columns for either the existing revenue object codes or the user can add new revenue object code rows by clicking the add icon . After entering the revenue estimates for one budget unit, click the save icon . The user selects the next budget unit and enters the revenue estimates for both years and saves the data. Continue this process until all the budget units in all the funding types are complete for each one that is relevant to the agency.

REMINDER: The **Detail** page can have the same revenue object codes listed more than once. The system will sum the revenue object codes amounts together for the **404** and **404 Aggregate** reports.

6. The system will automatically calculate the cash forward for the CY and BY for the **404** and **404 Aggregate** reports. Therefore, the user does not need to calculate these amounts.
7. The **404** and **404 Aggregate** reports should be run to make sure each budget unit or fund does not have a negative **Balance Forward** into the next fiscal year.
8. Click the **Special Fund Balance** module to complete.

REMEMBER: Reductions such as lapses or transfers out should be entered as a negative number (ex. -300500). Also, do not use special characters such as "\$", ",", or cents. Budget in whole dollars.

Appendix C

Special Fund Balance Module Example

Entering CY & BY Revenue Estimates – Examples

The screen below and on the next page shows a couple of examples of completed ***Special Fund Balance - Detail*** pages.

Appropriated Budget Unit

Internet Budget and Reporting System

Version 2009D0300790
Agency 00790 The Office

Bud Unit Type: State General Fund Bud Unit: 0100 Operations

Current Agency Transaction Obj	07 Actuals	08 Agency Revenue	09 Agency Revenue
R0001 APPROPRIATION	245,865	247,719	263,228
	245,865	247,719	263,228

790 - The Office

- 800 - The Office
 - 01000 - Operations
 - 01100 - Operations
 - 01100 - Scranton Branch
 - 02000 - Physical Plant
 - 03000 - Debt Service
 - 04000 - Capital Improvements

Done

start

Inbox - Microsoft ...

https://ibars.ks.g...

KS_train_manual...

Above & Beyond ...

77 °F

1:03 PM

Friday

Appendix C

Special Fund Balance Module Example

Entering CY & BY Revenue Estimates – Examples (cont.)

Special Revenue Funds

The screenshot displays the 'Internet Budget and Reporting System' interface. A navigation menu on the left lists various categories under '790 - The Office', including '01000 - Operations', '01100 - Operations', '01200 - Scranton Branch', '02000 - Physical Plant', '08000 - Debt Service', and '99000 - Capital Improvements'. The main content area shows the 'Bud Unit Type' dropdown set to 'Special Revenue Funds' and the 'Bud Unit' dropdown set to '2950 Paper Fund'. Below this, a table displays revenue data for three periods: 'Current Agency Transaction Obj', '07 Actuals', '08 Agency Revenue', and '09 Agency Revenue'. The table includes rows for 'R1020 INTANGIBLE', 'R2099 OTHER SERVICE CHAR', and 'R2210 MANUFACTURED PROC', along with a 'Total' row. The bottom of the screen shows the Windows taskbar with the start button, several open applications, and the system clock indicating Friday, June 13, 2008, at 1:04 PM.

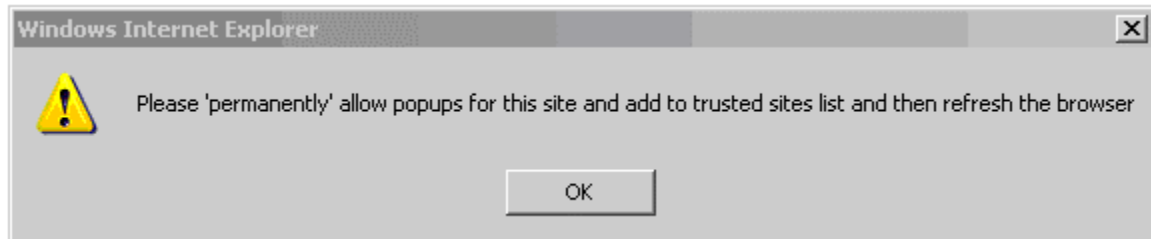
Current Agency Transaction Obj	07 Actuals	08 Agency Revenue	09 Agency Revenue
R1020 INTANGIBLE	12,649	15,000	18,254
R2099 OTHER SERVICE CHAR	203,456	211,226	213,645
R2210 MANUFACTURED PROC	298,877	305,000	315,000
Total	514,982	531,226	546,899

Appendix D Initial Computer Setup

Steps the User Must Preform to Setup the Browser Prior to Using IBARS

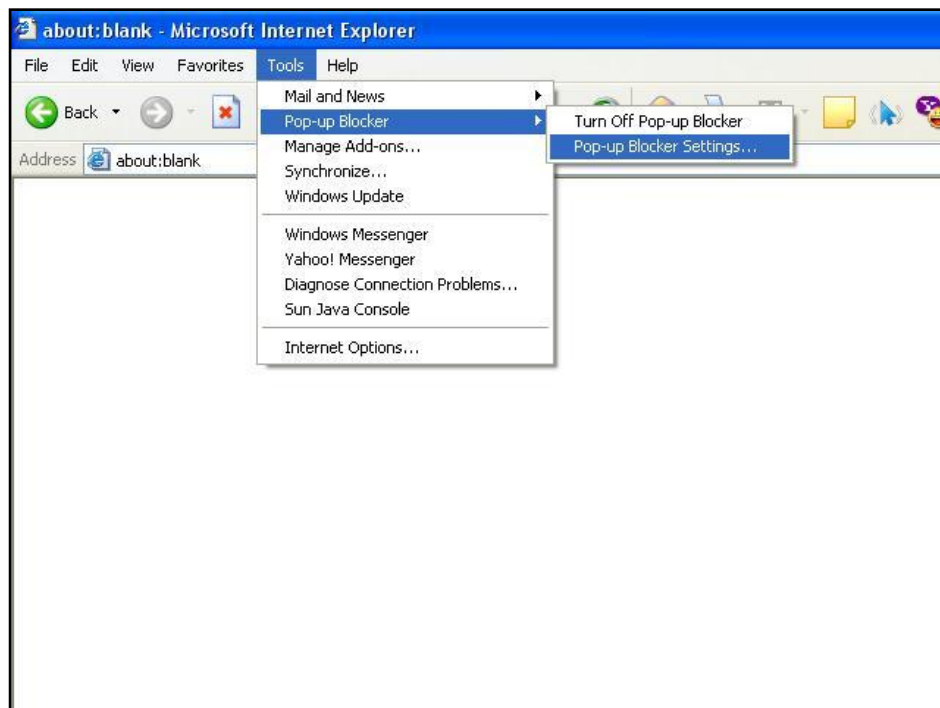
Pop-ups

You will be instructed to allow pop-ups for this site. Click “OK” when prompted.



Please perform the following steps before logging into IBARS for the first time.

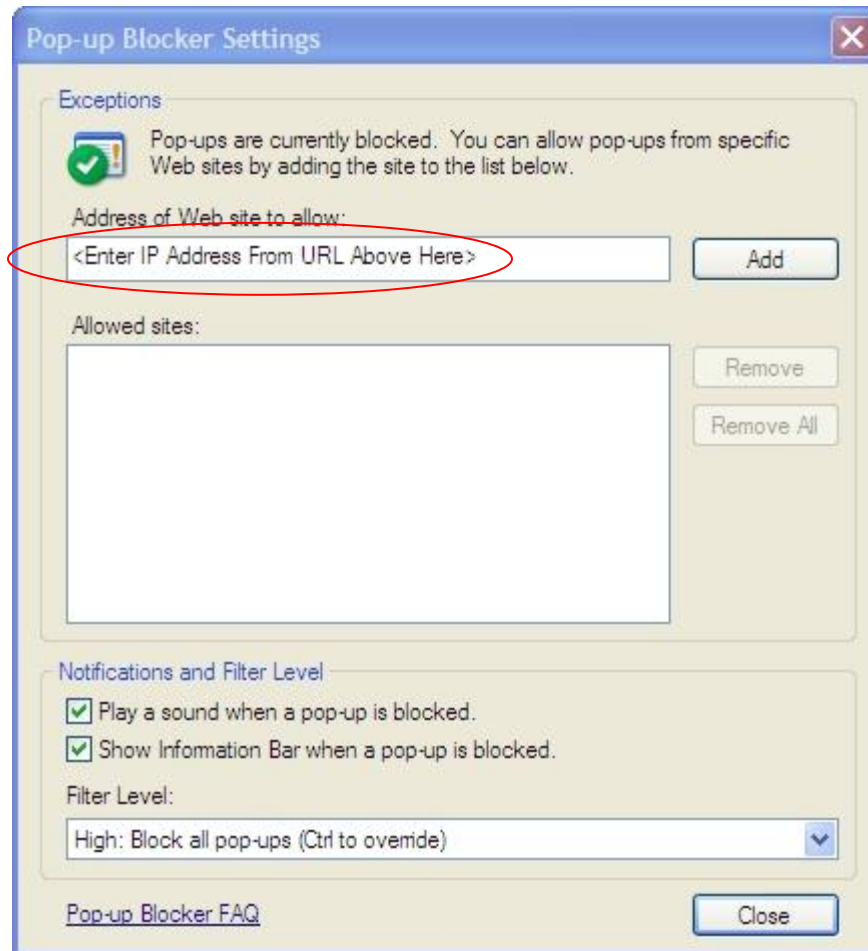
1. Click on **Tools** from the menu.
2. Then select **Pop-up Blocker**.
3. If *Pop-up Blocker* is off, click on **Turn on pop-up blocker** and then select - "Pop-up Blocker Settings"



Appendix D Initial Computer Setup

Pop-ups (cont.)

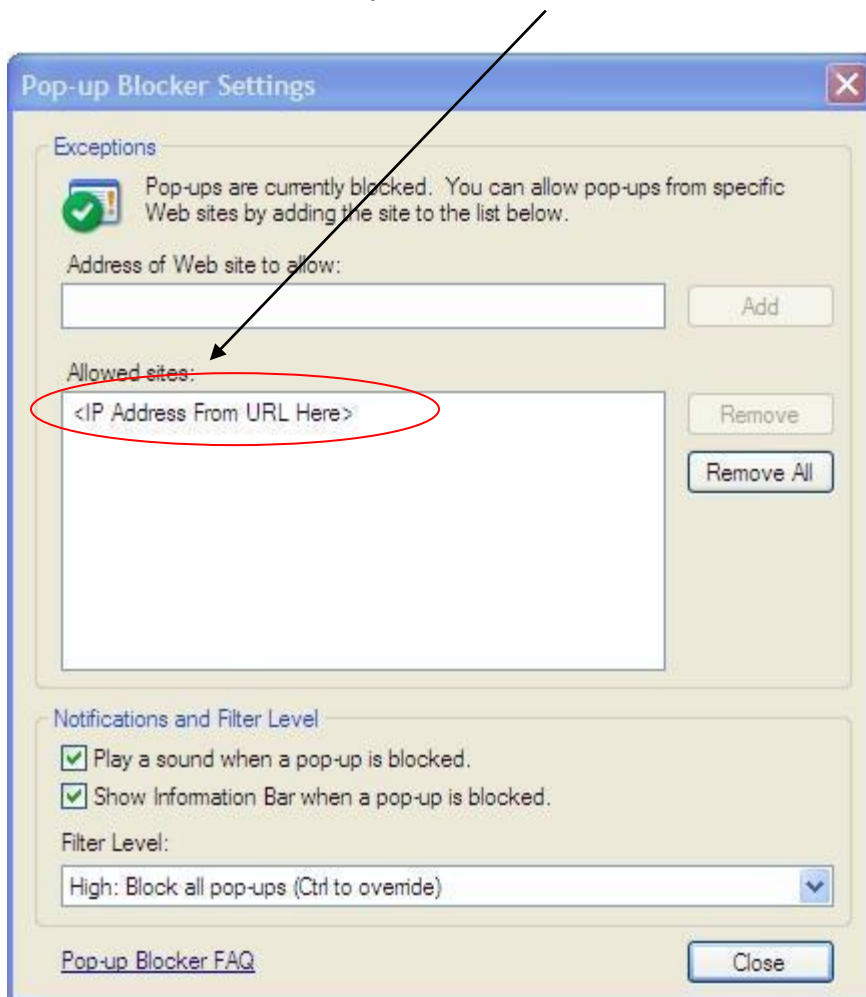
1. In the web address line, type in “https://ibars.ks.gov/ibars” then Click “Add.”
2. The site should then be in the “Allowed sites:” box.
3. Click “Close.”



Appendix D Initial Computer Setup

Pop-ups (cont.)

The URL will then show up in the “Allowed sites:” box.



Appendix D

Initial Computer Setup

Installing SVG Viewer

You may be required to have your IT support staff do this because you may not have administrative access to add programs to your computer.

Next you will be asked to install SVG Viewer.



Click “OK” when prompted above. It will take you to the SVG Download page. Scroll down until you see the following. Select Win 98-XP. When the File Download screen appears click “Run” or “Save.” You will have to restart internet explorer after the SVG viewer is complete.

DOWNLOADS

By downloading software from the Adobe Web site you agree to the terms of our license agreement. [Please read it before downloading.](#)

Installing Adobe SVG Viewer

1. Double-click the downloaded installer.
2. Follow the on-screen instructions.
3. If you are not using Internet Explorer for Windows, then you will need to restart your browser before viewing SVG.

Viewers

Language	Operating system	Version	Date
English	Win 98–XP	3.03	04/2005
	Mac 8.6–9.1	3.0	11/2001
	Mac 10.1–10.4	3.0	11/2001
	RedHat Linux 7.1–9e	3.01 beta 3	12/2003
	Solaris 8	3.0 beta 1	11/2001

Appendix D

Initial Computer Setup

To Determine if User has Internet Explorer 6 and Internet Explorer 7

1. Open a window in Internet Explorer.
2. Go to “Help” and select “About Internet Explorer.”
3. A box will pop-up and either say Internet Explorer 6 or Internet Explorer 7.
4. Instructions follow for the two versions. Use the appropriate version.

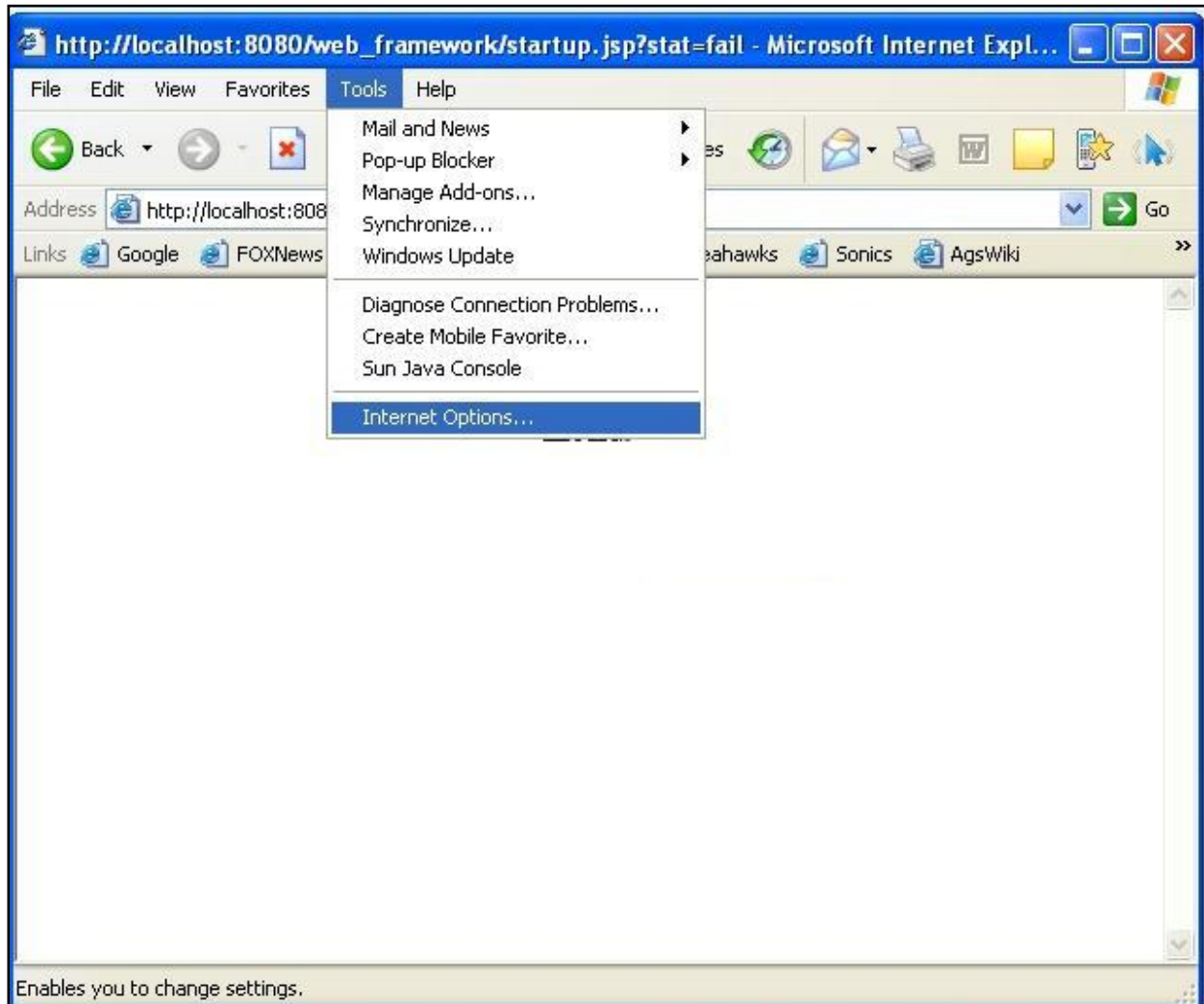
Note: *Later versions of Internet Explorer will follow similar setup procedures and settings. Please consult your IT staff for other versions of Internet Explorer.*

Appendix D

Initial Computer Setup

Instructions for Internet Explorer 6

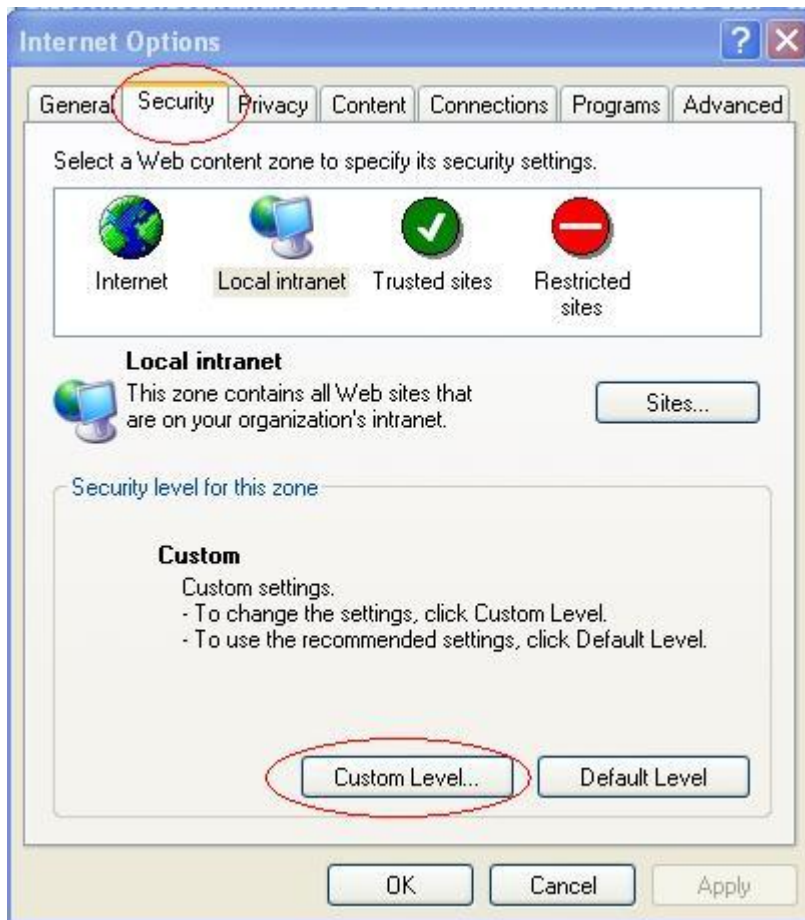
1. Click on **Tools**, then go down to and click **Internet Options**.



Appendix D Initial Computer Setup

Instructions for Internet Explorer 6 (cont.)

2. Click on the **Security Tab**.
3. Click on **Custom Level** button.

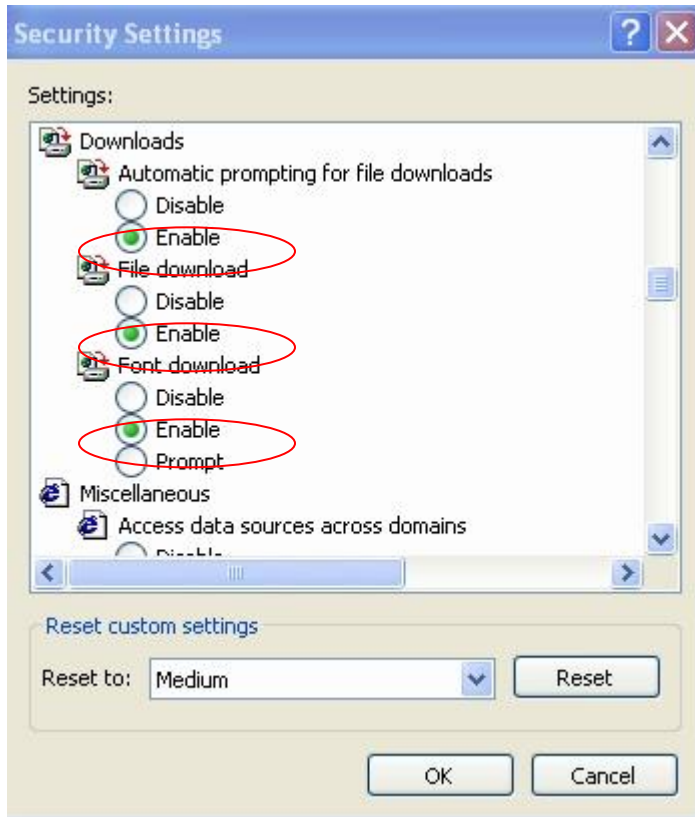


Appendix D Initial Computer Setup

Instructions for Internet Explorer 6 (cont.)

Allowing Downloads

4. **Enable** the items circled below for downloads.

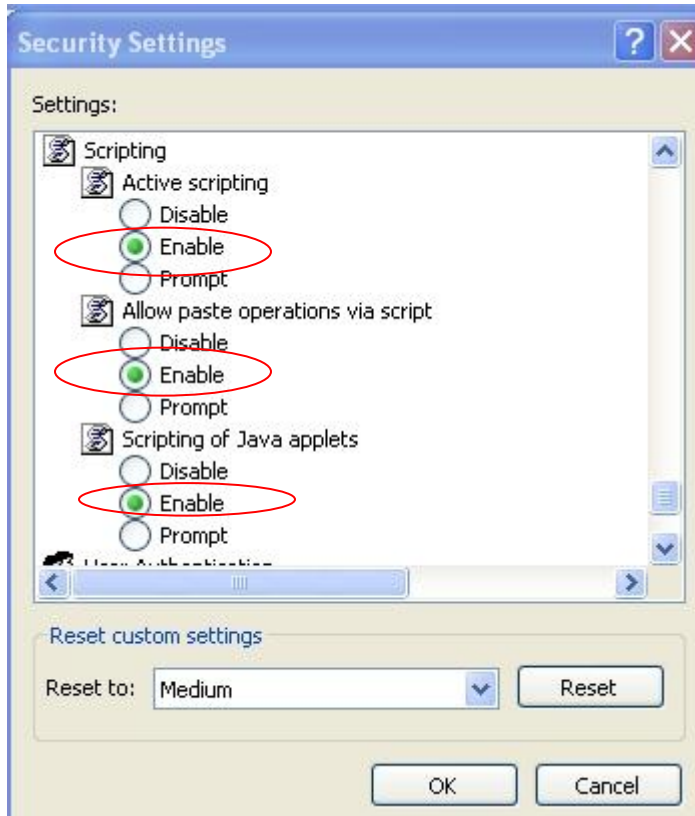


Appendix D Initial Computer Setup

Instructions for Internet Explorer 6 (cont.)

Allowing Scripting

5. **Enable** the items circled below for scripting.

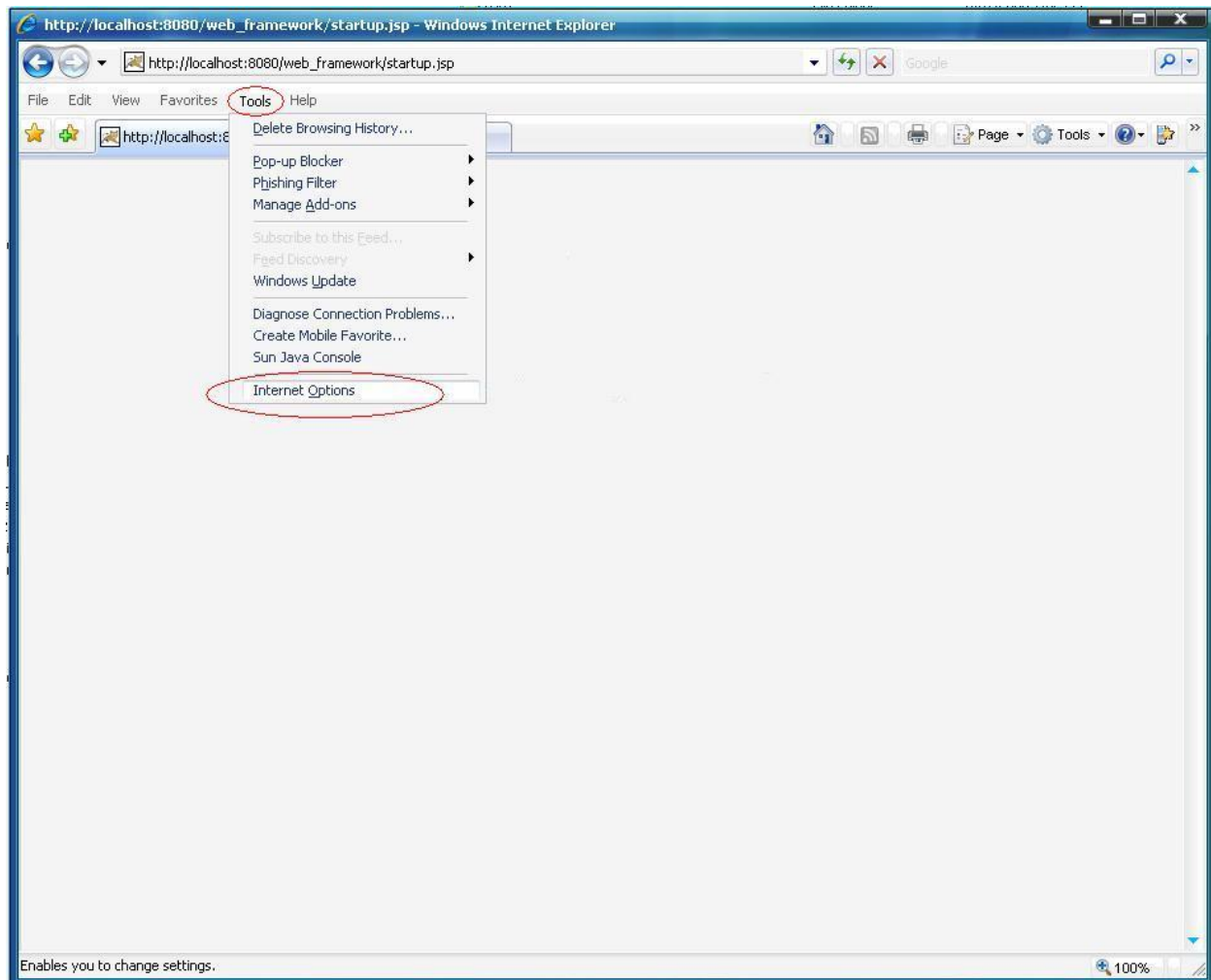


Appendix D

Initial Computer Setup

Instructions for Internet Explorer 7

1. Click on **Tools**, then go down to and click **Internet Options**.



Appendix D Initial Computer Setup

Instructions for Internet Explorer 7 (cont.)

2. Click on the **Security Tab**.
3. Click on **Custom Level** button.

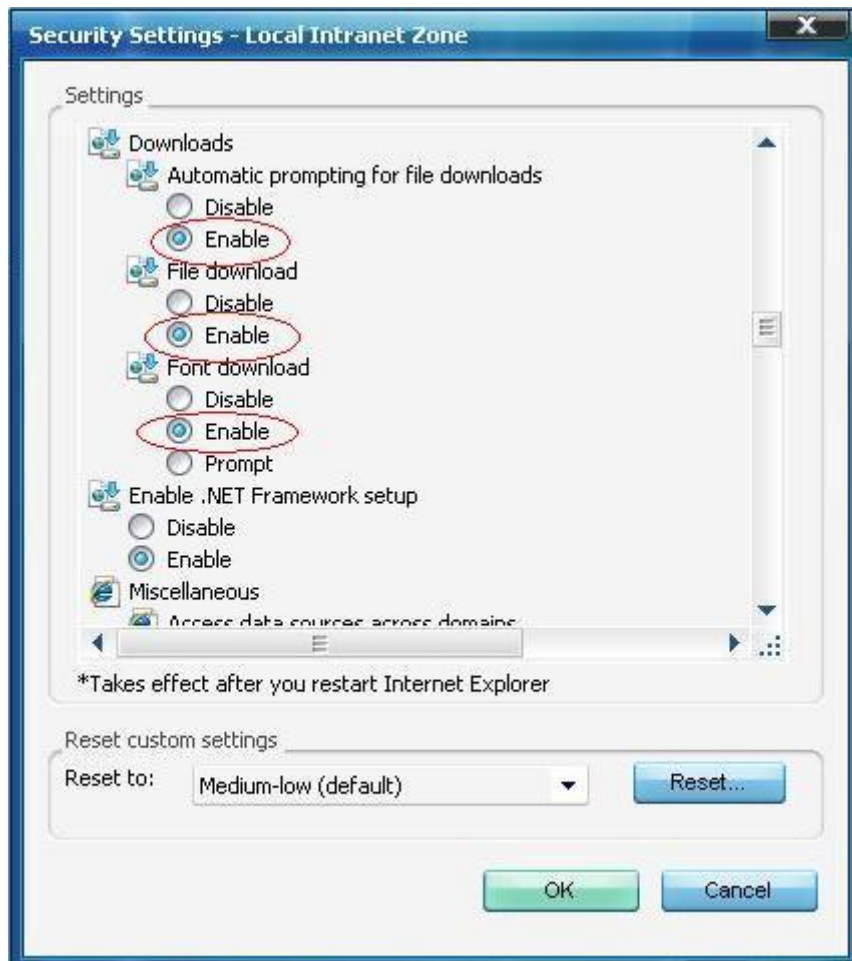


Appendix D Initial Computer Setup

Instructions for Internet Explorer 7 (cont.)

Allowing Downloads

4. **Enable** the items circled below for downloads.

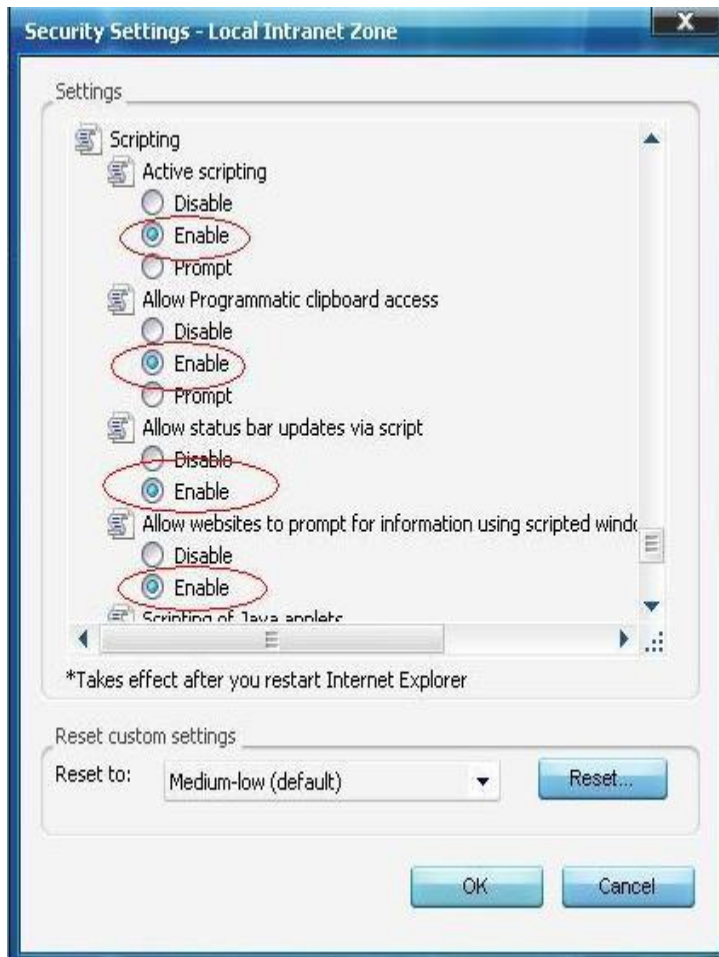


Appendix D Initial Computer Setup

Instructions for Internet Explorer 7 (cont.)

Allowing Scripting

5. **Enable** the items circled below for scripting.



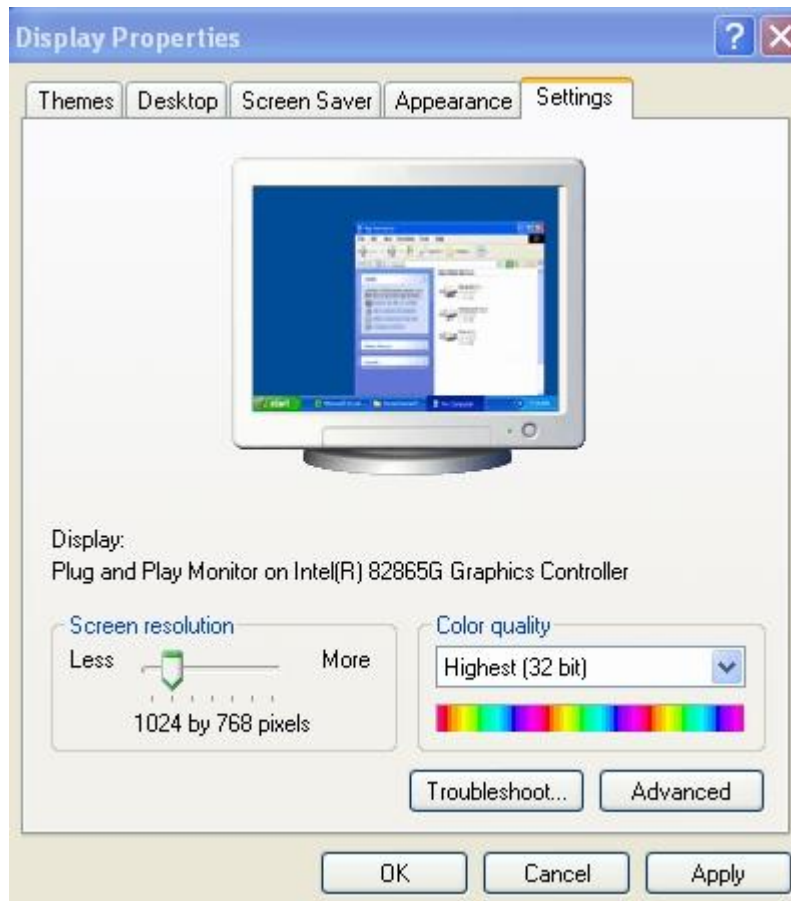
Appendix D

Initial Computer Setup

Monitor Resolution to Work Best With IBARS

The window resolution settings should be set to 1024x768 as shown below. To define or check this setting, follow the instructions below.

1. Right-click on your desktop, and then click Properties.
2. In the Display Properties dialog box, click the Settings tab.
3. Drag the Screen resolution slider to the left to decrease, or right to increase the resolution of your monitor, so it is as close to 1024x768.
4. Click OK.
5. If the resolution is not set to the suggested setting, users may have to scroll on screens to view all the data.



Appendix D

Initial Computer Setup

Bookmarking the IBARS page

If the user wants to bookmark the page, click “Favorites” and then click “Add to Favorites.” In the Name box, you can name it whatever you desire, then click “Add.” After the user bookmarks the page, follow these instructions or the user will get a “Connection is not active, returning to login screen” error at each login.

1. Go to Favorites and highlight the name saved for IBARS by putting your cursor on the name. Then right click on the name.
2. Click on Properties. Make sure the URL reads “https://ibars.ks.gov/ibars” and click “OK.”